



KRISTIN L. MCHUGH

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[LINKEDIN](#)
[KLM FINE ART TEACHER](#)

EXPERIENCE

ELEMENTARY ART TEACHER, MASTERY CHARTER SCHOOL, PHILADELPHIA, PA

— 2016-2019

Instruct students, fourth through sixth grade, based on Pennsylvania State and National Standards. Responsible for creating and writing lesson plans and assessment strategies and budgeting supplies. Other responsibilities include teaching Mindfulness and Social Emotional Learning curriculums, running an after school art club and assist with set design and construction for school musical.

PREKINDERGARTEN TEACHER, GRACE NURSERY SCHOOL, JENKINTOWN, PA

— 2013-2016

Create curriculum based on Pennsylvania State and National Standards and instruct students at the prekindergarten level. Responsible for coordinating daily activities and schedules and conducting beginning of year interviews with parents and students.

FINE ART TEACHER, ABINGTON ART CENTER, JENKINTOWN, PA

— 2011-2016

Responsible for designing and instructing engaging art enrichment classes at community art center

VIRTUAL HIGH SCHOOL FINE ART TEACHER, AGORA CYBER CHARTER SCHOOL, DEVON, PA

— 2009-2011

Instruct students virtually using K-12 curriculum which combines art history, appreciation and analysis, while engaging students in hands-on creative projects. Facilitate online art history lessons to 200+ high school students using Elluminate, virtual classroom software. Responsible for communicating start-up procedure and policy for school year with homeroom students and families; assisting in proctoring Scantron and PSSA testing and developing reports for student mailings. Directing and completing home visits with students in Philadelphia.

FINE ART TEACHER, ANCILLAE-ASSUMPTA ACADEMY, WYNCOTE, PA

— 2005-2008

Instruct 580 students, preschool through eighth grade. Responsible for creating and writing lesson plans and assessment strategies and budgeting supplies. Collaborated with team teacher and school administration to further advance the art education curriculum at Ancillae. Partnered with faculty in school musical productions assisting with costume design and set creation as well as design and development of class ads for the school ad book. Advanced the use of technology within the art program at Ancillae; offering classes in Adobe Photoshop and Adobe Illustrator. Designed and developed school yearbook in Adobe Indesign.

PREKINDERGARTEN TEACHER, ALL HALLOWS PRESCHOOL, WYNCOTE, PA

Create curriculum based on Pennsylvania State and National Standards and instruct students at the prekindergarten level. Responsible for coordinating daily activities and schedules and conducting beginning of year interviews with parents and students

CO-FOUNDER AND OWNER, KRISTIN & MERLE'S ART CAMP, WYNCOTE, PA

— 2003-2016

Create curriculum for after school and summer art enrichment acrylic painting classes. Budget and order necessary supplies. Facilitate community art exhibits for attending students.

PROJECT DESIGNER, FCA ARCHITECTS, PHILADELPHIA, PA

— 2019-PRESENT

Responsible for producing program documentation resulting from extensive client interviews. Developed space plans, coordinated and produced architectural and furniture documentation for projects all generated on AutoCAD..

PROJECT DESIGNER, ARK CREATIVES INCORPORATED, PHILADELPHIA, PA

Responsible for producing program documentation resulting from extensive client interviews. Developed space plans, coordinated and produced architectural and furniture documentation for projects all generated on AutoCAD..

PROJECT DESIGNER, DIVERSIFIED INTERIOR DESIGN, PHILADELPHIA, PA

Responsible for producing program documentation resulting from extensive client interviews. Developed space plans, coordinated and produced architectural and furniture documentation for projects ranging from 5,000-60,000 square feet all generated on AutoCAD. Managed construction and furniture installation in coordination with various consultants and engineers.

PROJECT DESIGNER, CIGNA CORPORATION, PHILADELPHIA, PA

— 1988-1992

Oversaw budgeting, bid analysis and installation. Prepared detailed layouts and made presentations to management. Served on a team charged with directing relocation of 4500 employees in a period of less than 8 months.

BOUTIQUE MARKETING ASSISTANT, FAITH & HOPE BOUTIQUE, PHILADELPHIA, PA

Responsible for redesign of business image. Designed and created new logo, website, marketing collateral, and packaging using Adobe Creative Suite. Maintain technology. Create and maintain monthly newsletter via Constant Contact. Interface with clients, healthcare professionals and insurance companies in sale and distribution of product. Attend and supervise corporate sponsored special events in support of breast cancer awareness

SKILLS**EDUCATION**

- Designed curriculum based on PA State and National Standards for prekindergarten through 8th grade art program.
- Prepared and supervised student produced art exhibitions.
- Worked with students and parents to familiarize them with virtual education and technology during home visitations.
- Taught various technology related art and art history courses virtually to high school students.

INTERIOR DESIGN

- Produced construction documents in AUTOCAD.
- Responsible for conducting corporate presentation of final design plans.
- Conducted interviews and prepared programming documents.
- Facilitated project meetings, walk throughs and surveys.
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GRAPHIC DESIGN/MARKETING

- Designed and created logos for small business owners using Adobe Illustrator.
- Redesigned and supported website for Faith and Hope Boutique.
- Designed and produced variety of business materials, including: letterhead, invoices, marketing packages, business cards, rack cards and insurance forms.
- Proof read and edited all referenced written materials.
- Designed and produced yearbooks and ad books using Adobe Creative Suite: Photoshop, Illustrator and Indesign.
- Designed monthly newsletter and managed distribution.
- Extensive work with visual standards and merchandising high-ticket items.
- Assisted in implementing marketing campaigns and fundraisers.
- Evaluated target markets and proposed marketing strategies.

BUSINESS/COMMUNICATION

- Promoted products and services; generated leads and initiated sales.
- Established and improved client communications; maintained ongoing relationships.
- Addressed customer inquiries; interpreted and delivered information; proposed suggestions; provided guidance; identified, investigated and negotiated conflicts.
- Conducted surveys and analyzed results.
- Coordinated, planned and contributed at trade shows and special events.
- Place orders to restock merchandise and handled receiving of products

EDUCATION**DREXEL UNIVERSITY, PHILADELPHIA, PA — BACHELOR OF SCIENCE IN INTERIOR DESIGN****SKILLS**

Dean's List, Mary McCue Epstein Award and Omicron Nu National Honor Society

ARCADIA UNIVERSITY, WYNCOTE, PA — GRADUATE PROGRAM: PA STATE CERTIFICATION IN ART EDUCATION, 2003-2006

Dean's List

ARCADIA UNIVERSITY, WYNCOTE, PA — GRADUATE PROGRAM: MS.ED.

EXPECTED COMPLETION DATE 2020