

Sara Lee

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25241 SW 117th Place

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Professional Summary

Experienced in Elementary Education and the Worship Arts. Developed, equipped, lead, recruited, and disciplined volunteer teams. Experience as a Substitute Teacher for elementary grades. Ran Summer Camps for children 1st-8th grade, including Music Camp and Vacation Bible School. Worked closely with Children and Music Departments, and Production Teams. Desire a staff position within a Children's Ministry Team.

Core Qualifications

- Creative vision
- Strong communication skills
- Focused
- Music skills
- Vocal skills
- Instruments – Piano/Keyboard
- Stage Production experience
- Experience with children (all ages)
- Experience with providing leadership to volunteers and staff
- Technical skills
- PC/Mac proficiency
- Microsoft Office proficiency
- Media Shout/Pro Presenter/Byron/Planning Center proficiency
- Results-oriented
- Self-directed
- Self-starter
- Fluent in English/Spanish

Experience

CF Kids – Coral Gables Campus (February 2019-Present)

Currently serving as Apprentice to Children's Director. Assist Director and run point as needed, teach Elementary and Pre-School Small Groups, Host Elementary Large Group Experiences, Teach 5th Grade Leadership Group. Serve in Nursery as needed.

CF Kids – Palmetto Bay, Christ Fellowship (February 2018-January 2019)

Served in Way Station - scheduled volunteers, ran rehearsals, oversaw production teams. Served as Apprentice to Elementary Director.

Kids Choir/Music Camp Director (2013-2017) – Christ First Church, Covina, CA

Provided leadership and direction to Children's Choir Ministry, leaders, and children. Created a healthy and growing organization of volunteers who served 1st through 8th grade students weekly. Organized and lead all the parts, resources, and people to carry out instruction time in both God's Word and the fundamentals of music and performing. Kids Choir Ministry included the choir, worship teams, dance teams, and drama teams. Provided leadership and production to Summer Music Camps for children 1st through 8th grade. A performance of the production closed out each program.

Kidstuf Song Team Director (2010-2013) Christ First Church, Covina, CA

Provided leadership and direction to the Song Team, leaders, and volunteers ages first grade through adult. Selected music to be performed for weekly Family Experience productions. Scheduled choreographers, assistants, dancers, singers, and technical team weekly. Auditioned vocalists and dancers. Provided direction in rehearsals, sound checks, and programing. Served on Worship Team – Piano/ Keyboard and Vocals.

Substitute Teacher and Classroom Aid – Sonrise Christian School (2006-2014)

Volunteered as Classroom aid for 1st-2nd Grade. Substitute Teacher for Elementary Grades.

Children’s Choir Director (2006-2009) Christ First Baptist Church, Covina, CA

Provided leadership and direction to choir leaders and children weekly. Scheduled, developed, and recruited volunteers. The Choir performed in Worship Services, seasonal concerts, special events throughout the year. The children filmed trailers to promote upcoming musical productions. Introduced and implemented Kidz WAM (a Worship Arts and Music program). Kids were introduced to instruments, vocal techniques, art, dance, drama, and technical/media overview through weekly sessions. Served on Worship Team – Piano/Keyboard and Vocals.

Assistant Children’s Choir Director (2004-2005) Christ First Baptist Church, Covina, CA

Assisted Director in providing leadership and direction to choir leaders and children weekly and in rehearsals, performances and Music Camps.

Worship Team Musician & Vocalist (May 1998-January 2013) Christ First Baptist Church, Covina, CA

Served on Worship Team as pianist/keyboardist and vocalist. Assisted Director in preparing music and song selection. Sang with Chancel Choir when required.

Interim Music Director (1997-April 1998) First Baptist Church, West Covina, CA

Provided leadership and direction to the Music Department – Chancel Choir, Children’s Choir, and Worship Team. Introduced and developed the Worship Team.

Children’s Choir Director (1996-1997) First Baptist Church, West Covina, CA

Provided leadership and direction to the children’s choir and leaders. The children attended weekly rehearsals and performed at Worship Services. Served in Choir.

Interim Music Director (1994-1995) Grace Community Church, Duarte, CA

Provided leadership and direction to the Music Department. Lead small ensemble for worship services. Directed Chancel Choir as needed. Served in Choir.

Loan Servicing Specialist (1990-1996) Fannie Mae, Pasadena, CA

Consulted assigned group of lenders with mortgage loan servicing. Developed presentations and reports, spoke at lender training seminars, and coordinated with various departments and regional offices. Notary Public.

Sr. Word Processor (1988-1990) Fannie Mae, Pasadena, CA

Typed documents for Servicing Department and Directors.

Music Director (1983-1994) First Spanish Baptist Church, Monrovia, CA

Provided direction and leadership to the Music Department – Adult, Children, and Youth Choirs. Auditioned, rehearsed, and scheduled instrumentalists and vocalists for services. Introduced a Worship Team which lead Worship at church services, local area churches, and regional conferences.

Secretary (1983-1988) First Baptist Church, Monrovia, CA

Provided secretarial duties to the Senior Pastor. Coordinated schedules and calendars for Youth Pastor, Music Director, and other staff personnel.

Jr. Secretary (1982-1983) San Dimas Community Church, San Dimas, CA

Provided Secretarial duties to the Senior Pastor.

Jr. Secretary (1982) Law Offices, Covina, CA

Filed and maintained law books. Assisted Legal Secretaries in typing correspondence, briefs, copying documents, letters, court orders, and filing.

Church Pianist (1978-1983) First Spanish Baptist Church, Monrovia, CA

Church accompanist for Worship Services and Choirs. Selected music for Sunday services as needed.

Education

High School Diploma, 1983

San Dimas High School, San Dimas, CA

Office Practice and Procedures Certification 1983

San Dimas High School, San Dimas, CA

Mortgage Bankers Association of America

Residential Mortgage Loan Administration

Notary Public

Certified and gave oath at Los Angeles County Recorder's Office, Norwalk, CA

Piano and Vocal Training

Classically trained pianist. Six years private training in piano, vocal techniques, and music theory from Atlanta Conservatory of Music.

Professional Affiliations

Sonrise Christian School, Covina, CA

Nine years classroom experience as a Volunteer, Teacher Aide, and Substitute Teacher. Middle School Class Volunteer assisting teacher in giving students oral exams and grading, etc.

Christ First Baptist Church, Covina, CA

Worship Arts Programs, Worship Teams, Choirs

Community Service

West Covina American Little League, West Covina, CA

Board Member in charge of Publications and Pictures (2009-2011)

Clubs

Booster Club Member (2013-2017)

Bishop Amat Memorial High School, La Puente, CA

References

Available upon request.