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|  | 🞂Demetria Clayton (#1Kutie)  3470 Foxcroft Rd.  Miramar, FL 33025  Phone: 312-358-3985  E-mail: [Number1kutie@kutiez.org](mailto:Number1kutie@kutiez.org)  Website: <https://www.kutiez.org>  Digital Portfolio: <https://dcclayton.wixsite.com/1kutie> |

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|  | Objectives  To obtain further management skills for running a successful company, and to use my acquired skills to provide education and opportunities for individuals in our communities.  Education  Bachelor of Applied Science in Criminal Justice (December 2008)  Westwood College   * GPA: 3.2/4.0 * Dean’s list   **Master of Science in Criminal Justice in the College of Liberal Arts** (March 2017)  Ashford University   * GPA: 3.0/3.4   **Master of Science in Entertainment Business** (May 2021- to May 2022)  Full Sail University   * GPA: 3.3/3.4 * Project Management * Business Plan Development   **Radio & TV Broadcasting** (June 2022- Present)  Miami Media School  Experience  **Radio Show Host** (06/2021- /01/2022)  One Love Poetry Series (Blog Talk Radio/FB Live/YouTube/Roku)   * Hosts weekly poetry cypher * Reached International audience   **Producer/ Content Creator/ Editor**  Kutiez Entertainment and Production (11/2020- Present)   * Director of Operations * Marketing * Social Media Networking * 5K Downloads streaming on “Checkin In” Album   **President/Executive Director**  Kutiez Company (04/2018- Present)   * Fundraising * Community Development * Counseling Services   **Customer Service Representative** (03/09 – 12/11)  Computershare Fund Services (Chicago, IL)   * Handled proxy voting for share holders * Assisted customers with briefly * Award of excellence on quality and assurance   **Manage, Customer Service** (10/07 – 01/09)  Crate & Barrel (Chicago, IL)   * Assisted in the daily maintenance and physical appearance of the store. * Trained sales associates and new employees * Monitored and maintained appropriate inventories.   Skills   * Microsoft Office, Word, Excel, PowerPoint, and Publisher * Adobe Lightroom, Premiere Pro, Illustrator, After Effects, and Photoshop * Leadership development, staff development, career management, communications.   **Training**  **Certificate of Cosmetology** (June 2005)  Canella School of Hair Design (Chicago, IL)  **Certificate of Ministry** (November 2019)  Christian Leadership Institute   * Deacon Ministry Award * Christian Leaders Connection Award     **Community Service**   * Save Our Sisters (Roseland, IL) (July 2005- April 2021) * WYMCA-Medical Advocate for Rape Victims (Harvey, IL) (April 2006- February 2009) * American Cancer Society- Making Strides for Breast Cancer (Lake County, IN) (2019- Present) * HAPPI Farm Petting Zoo- Accounting, Payroll, Operations, Events (Davie, FL) (10/21-Present)   References available upon request. |