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

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|  | ObjectivesTo 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.EducationBachelor 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 SchoolExperience**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. |