

MICHELLE E. BIEN

Traverse City, Michigan, USA

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SKILLS

PROFESSIONAL DEVELOPMENT

- Advertising & Marketing
- Art & Design
- Customer Service & Management
- Editing, Media & Publishing
- Events Planning & Hosting
- Food & Beverage Services
- Hospitality & Caregiving
- Nonprofits & Community Programs
- Office, Administration, Records, Reports
- Research, Archiving, Special Collections
- Residential Design, Remodeling, Plans
- Retail Sales & Management
- Teaching Art; Teaching English as a Foreign Language (EFL/ESOL)

COMPUTERS

- Apple & Microsoft OS
- Adobe Creative Suite
- Microsoft 365, Teams
- Google Workspace, G Suite
- Meta, social media

LANGUAGES

- English: Native (Fluent)
- French: Advanced to Fluent (C1)
- German: Beginner (A1)

EDUCATION

Certificate, Level 5 (TQUK/OFQUAL)

*Teaching English as a Foreign Language /
Teaching English to Speakers of Other Languages
(TEFL/ TESOL)*

INTERNATIONAL TEFL ACADEMY
Virtual – Chicago, IL • USA • 2019-2020

Bachelor of Fine Arts (BFA)

Interdisciplinary Fine Art and Design
UNIVERSITY OF MICHIGAN

Ann Arbor, MI • USA • 2003 – 2007
GPA 3.52 • *Magna Cum Laude*

Courses & Studies:

- 2D Art (Drawing, Film & Video, Painting, Photography, Printmaking)
- 3D Animation & Modeling
- Anthropology / Humanities
- Art History & Philosophy
- Astronomy
- Community Art & Performance Art
- Digital Art (Graphic design, Websites)
- English Literature & Creative Writing
- Fiber Arts & Sewing

WORK EXPERIENCE

WELLNESS ASSISTANT | CORDIA SENIOR APARTMENTS

August 2023 – Present

- Provide direct care and scheduled wellness checkups for seniors requiring specialized low-level to end-of-life assistance
- Update head nurse and team, maintain compliance with HIPAA (healthcare data & safety standards) and business protocols, discreteness

EXECUTIVE DIRECTOR | THE REID FAMILY FOUNDATION, ART & CONNECTION

June 2022 – June 2023

- Oversaw development and implementation of new arts and cultural community center and all nonprofit administration duties with president
- Created, directed, and assessed arts and cultural educational classes and programs, outreach opportunities, and special events; recruited teachers
- Established patronage; grew public support and partnerships advantageous to nonprofit success, financial growth, community integration, and fulfillment of organization's mission and objectives
- Integrated optimal services and software tools for recordkeeping, donations, databases, and people management; implement usage with staff
- Recruited, managed teachers, supervised staff, held regular meetings
- Assisted with all other nonprofit operations, including fundraising, marketing, publicity, research, event staffing, teacher training, reports

PROGRAM DIRECTOR | ARTS FOR ALL OF N. MICHIGAN

May 2021 – September 2022

- Created, implemented, and improved arts and cultural educational programs, classes, and events curated for different age groups and abilities
- Increased and strengthened public support and partnerships advantageous to program development, increased resources, community integration, membership growth, and fulfillment of mission, objectives
- Developed and implemented marketing system using traditional and modern approaches, including social media and print publications
- Assisted with nonprofit operations, including fundraising, promotion, research, event staffing, and teacher training

TECHNOLOGY CENTER DESK ATTENDANT | TRAVERSE AREA DISTRICT LIBRARY

April 2021 – May 2022

- Managed and improved patron user experience with computers, web-based tasks, printing, and library resources
- Operated computers, computer center management software, 3d printer, and all other technology to fulfill daily services and special orders
- Proposed and implemented collaborative team projects, new programs, resources, and services to improve fulfillment of mission

GUEST ART TEACHER | TRAVERSE CITY AREA PUBLIC SCHOOLS

January 2021 – April 2021

- Taught kindergarten through 5th grade art in classes of up to 30 students in 3 public elementary schools; teach occasionally as substitute
- Managed a safe, orderly, productive, positive learning environment
- Assessed student needs and skill levels to create lesson plans that incorporate school curriculum and student learning objectives

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Michelle E. Bien

- French Language & Culture
- Sociology
- Sculpture (Ceramics, Metals, Wood)

VOLUNTEER LEADERSHIP

BOARD MEMBER

Northwest MI Arts & Culture Network
2022 – PRESENT

- Participate in monthly meetings, research
- Assist with planning & staffing annual Arts & Culture Summit

FOUNDER & ORGANIZER

French Language Group of Traverse City
2018 – PRESENT

- Plan, document, and lead member meetings and activities
- Facilitate French language conversation and advancement, peer networking, and French culture education
- Research & provide learning resources via meetings, websites, and social media

FOUNDER & ORGANIZER

Artists of Northwest Michigan
2015 – PRESENT

- Plan, document, and lead member meetings and activities
- Facilitate networking, direction, dialogue, learning, advocacy, publicity, and success of amateur & professional artists
- Research & provide learning resources via meetings, websites, & social media
- Collaborate with arts organizations to strengthen artist/patron/venue networks

TEACHING ASSISTANT INTERN

Interlochen Arts Academy
2020

- Observed, taught Beginning through Advanced EFL classes at a boarding school for high school students
- Assisted in transition to online learning during beginning of coronavirus pandemic

BOARD DIRECTOR

Mercato Condominium Association
2017 – 2018

- Chaired, created, & expanded Committees; hosted group meetings
- Created new governing documents

ENGLISH TEACHING ASSISTANT | ACADÉMIE DE GRENOBLE - FRANCE ÉDUCATION INTERNATIONALE

October 2020 – December 2020

- Assisted teaching American English and culture in 12 classes of French students, ages 10-15, in collaboration with English language teachers of two middle schools in Grenoble, France
- Developed lesson plans, approaches, and methods through personal assessment of students' needs and goals in collaboration with other teachers

ART INSTRUCTOR | CROOKED TREE ARTS CENTER

February 2020 – March 2020

- Taught weekly youth painting classes and substituted as teacher for character design and illustration class
- Designed and implemented unique 2D and 3D painting lesson plans based on students' individual/group interests, needs, and skill levels, accounting for available budget, materials, and supervisor suggestions

ARTIST, DESIGNER, ART INSTRUCTOR | STUDIO BIEN LLC

2007 – Present

ART

- Original paintings on canvas, drawings, and photography
- Community art projects, public art murals, commissions
- Books, Fiber, Sculpture – clothing, functional and decorative objects
- Limited Edition Prints – limited edition archival prints, greeting cards

DESIGN

- Books & publishing: Cover design, layout, writing, editing
- Space visualization: Cutaways and concept designs
- Comics and cartoons for Op/Ed newspapers, novels, magazines
- Graphic design: Consumer products, logos, print & web marketing
- Illustration – children's books, book covers, educational puzzles
- Residential floor plans, remodeling design, project management

ASSISTANT CAREGIVER & EXECUTOR | PRIVATE HIRE

2010 – 2011, 2013 – 2017

- Sabbaticals to co-assist with elderly: Household maintenance, meal preparation, scheduling, financial custodianship, estate/probate legal coordination, acting liaison between family/friends, residential moves, hospice assistance, and disbursing personal property

RESEARCH ASSISTANT | PRIVATE HIRE

2012 – 2014

- Digital photography of restricted materials at the Hoover Institution, digital image editing, and creating image database for research publications

CO-MANAGER, IN-HOUSE ARTIST, DESIGNER | TEAHAUS

2007 – 2009

- Assistance with business startup procedures and pre-opening prep.
- Managed business operations: POS system, wholesale orders, inventory, kitchen & storefront management, food/tea prep, accounting, customer service, fulfilling customer orders in-person and via phone and mail
- Created and planned private Tea Events in collaboration with team
- Designed logos, graphics, & images for print & web marketing
- Wrote web articles & copy for product packaging, print publications
- Created and sold original tea-themed art & greeting cards



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