

# ESA GRIGSBY

Ooligan Press Graduate Student

esagrigsby[at]gmail.com

## EXPERIENCE

### CAVET

Sept 2017 – Present

### AUDIO/VISUAL TECHNICIAN AND FRONT DESK

Plan and set up A/V equipment for conferences, concerts, and other events based on client needs. Provide clients with thoughtful service by answering calls and navigating last-minute event changes on-site. Complete general office duties, A/V closet inventory, equipment maintenance, training of new employees, and maintaining client relationships.

### Portland Public Schools

Sept 2016 – June 2017

### EDUCATIONAL ASSISTANT

Assisted with instruction and classroom management in 1<sup>st</sup> and 3<sup>rd</sup> grades. Worked with teachers to develop and implement lessons for struggling and dyslexic readers

### Chapman Elementary

March 2017 – June 2017

### NEWSPAPER INSTRUCTOR

Mentored students as they wrote articles for the school newspaper. Taught lessons on news writing techniques and grammar. Oversaw peer-editing sessions, teaching to give mindful criticism. Worked with and directed parent volunteers.

### Whitman Elementary

Oct 2015 – March 2017

### WHITMAN SUN INSTRUCTOR

Monitored classrooms and helped with homework. Taught soccer skills to 1<sup>st</sup>-5<sup>th</sup> graders and provided mentor support. Communicated with parents and provided Spanish translation as needed. Completed light office work (copies, poster-making, fliers, odd-jobs, etc). Helped plan, organize, and execute family events (Multicultural Night and Family Game Night).

### Freelance Illustration

June 2015 – Sept 2016

### CHILDREN'S BOOK ILLUSTRATOR/WEB CONTENT CREATOR

Collaborated with author to illustrate off-beat 36-page children's book *The Tree Talks Back* published Fall 2016. Created web content for marketing including graphics and spoof interviews for characters at [thetreetalksback.com](http://thetreetalksback.com)

## EDUCATION

### Portland State University

May 2017 – Present

### MASTER OF ARTS

Book Publishing

### Lewis & Clark College

May 2015

### BACHELOR OF ARTS

Foreign Languages  
Environmental Studies Minor

## RELEVANT SKILLS

- Proficient in Adobe Creative Suite
- Wordpress and basic css and html
- Microsoft Suite
- Trello (project-planning software)
- Italian (fluent)
- Spanish (fluent)
- Russian (working fluency)