








# MICHELLE TURNAGE PAYNE

Master in Fine Art

Creative Technologies and Practices

## CONTACT

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## EDUCATION

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Master of Fine Art  
**University of South Alabama**  
2022-2025

Bachelor of Studio Art  
**University of West Florida**  
2009-2012

Associates of Studio Art  
**Faulkner State Community College**  
2007-2009

## PROFESSIONAL SKILLS

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- Office Administration & Organizational Systems
- Data Entry & Report Preparation
- Event Planning & Program Support
- Public Relations & Customer Service
- Written & Verbal Communication
- Time Management & Multitasking
- Adaptability & Problem-Solving
- Confidentiality & Professionalism
- Microsoft 365 (Excel, Word, Outlook) & Google Workspace
- Creative Design & Community Engagement (Canva, promotional materials)

## About Me

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Creative professional with an MFA and 10+ years of experience in administration and public-facing roles. Skilled in developing engaging, visually driven programs and organizing materials to support accessibility and interpretation. Strong communicator with a detail-oriented approach to coordinating programs and maintaining organized systems in community-focused environments.

## WORK EXPERIENCE

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2022-Current  
Baldwin County Board of Education  
Substitute Teacher

- Led classrooms across various grade levels, following lesson plans and maintaining a positive learning environment
- Managed classroom behavior and communication with staff to support school-wide routines
- Demonstrated flexibility, problem-solving, and strong leadership in dynamic situations

2022-2025  
Publix  
Produce Specialties

- Prepared fresh-cut fruit and packaged produce items according to company quality and safety standards.
- Maintained cleanliness and organization of the produce department, including work areas and displays.
- Stocked and rotated produce shelves to ensure products were fresh, full, and visually appealing to customers.

2011- 2022  
Tiny Tots Academy LLC.  
Administration

- Managed daily administrative operations including record keeping, account tracking, and data entry
- Maintained accurate financial and program records with strong attention to detail and confidentiality
- Assisted in organizing school events, activities, and communications with families
- Created promotional materials and visual content using Canva
- Communicated professionally with staff, parents, and vendors to support smooth operations
- Balanced multiple responsibilities while maintaining organization and efficiency.

## REFERENCES

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**Susan Fitzsimmons**  
USA/ Associate Professor  
**Phone:** 956.607.0017  
**Email:** sgfitzsimmons@southalabama.edu

**Keith Sansom**  
Produce Manager, Publix  
**Phone:** 901.335.0884  
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**Cindy Turnage**  
Owner, Tiny Tots Academy, LLC.  
**Phone:** 251-455-4144  
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