



MICHELLE TURNAGE PAYNE

Master in Fine Art

Creative Technologies and Practices

CONTACT



850.287.2766



mturnageartist@gmail.com



27529 Meade Trail, Loxley AL
36551 (primary)



1854 Lewis Avenue, Mobile AL
36605 (secondary)



michelleturnageportfolio.com

EDUCATION

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

- 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

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

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

Susan Fitzsimmons

USA/ Associate Professor

Phone: 956.607.0017

Email: sgfitzsimmons@southalabama.edu

Keith Sansom

Produce Manager, Publix

Phone: 901.335.0884

Email: kesansom1@yahoo.com

Cindy Turnage

Owner, Tiny Tots Academy, LLC.

Phone: 251-455-4144

Email: cg9611@gmail.com