

# Claudette Nelson Dofflemyer

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## EDUCATION

**MASTER OF EDUCATION**, Guidance and Counseling  
American Public University, West Virginia

**MASTER OF ARTS**, Arts, Entertainment, & Media Management  
Columbia College, Chicago, Illinois

**BACHELOR OF ARTS**, Communications: Theatre and Television  
Valparaiso University, Valparaiso, Indiana  
Minor: Business Honors: Dean's List, Alpha Psi Omega

## WORK EXPERIENCE

**BERKELEY COUNTY SCHOOLS**, Martinsburg, West Virginia 2005 - 2025

Martinsburg High School

August 2013 – June 2025

*School Counselor*

- \* Academic, Social/Emotional, and Career counseling
- \* Handling a caseload of 350 students; (includes scheduling, counseling, meeting with parents, review credits for graduation requirements)
- \* AP Exam Coordinator; (coordinate, proctor, and coordinate payment and ordering of exams)
- \* Counseling department events; (College Fair trip, College Exploration & App week,
- \* Identify at-risk students to review appropriate alternative options for graduation

Inwood Primary/Back Creek Elementary

August 2010 – June 2013

*School Counselor*

- \* Academic, Social/Emotional, and Career counseling; (Individual and Group counseling)
- \* Caseload of 330 students within two schools K-3<sup>rd</sup> grade,
- \* Attendance reports and letters to parents (worked with county attendance worker for home visits and parent meetings)
- \* Guidance class lessons appropriate for age groups;

Substitute Teacher

August 2005 – August 2010

- \* Served as daily substitute and in Permanent sub positions in K-12 classrooms

**SHENANDOAH UNIVERSITY**, Winchester, Virginia

Fall 2004

*Adjunct Assistant Professor*

Taught "Arts, Entertainment, and Media Management" (Amgt 311) a 3-credit course in the Arts Management curriculum

**CITIGROUP**, Hagerstown, Maryland

May 04 – Present

*Credit Manager – Credit Early Warning Department*

Review and analyze account payment history, status, overall patterns and the card member's credit bureau report to determine credit risk. Respond to card member's calls in response to credit management issues.

**CHASE MANHATTAN MORTGAGE CORP.**, Tampa, Florida

May 01 – Oct 03

*Partial Release Coordinator – Legal Department*

Responded to and processed requests from borrowers for partial release of mortgage and various other transactions such as easements and partial acquisitions, knowledge of FHA and VA guidelines, managed 150 – 200 active files continuously, opened 40-60 new files monthly, handled confidential material discreetly, re-worked the department's excel spreadsheet for ease in monthly reporting,

**ABC TELEVISION NETWORK**, Los Angeles, California

Nov 99 - Dec 00

*Primetime Research Analyst*

Ran and distributed daily overnight national ratings, coordinator of materials needed for focus groups and contact person for the focus group facilities, various research reports as requested from the VP, knowledge of Nielsen software (galaxy explorer), close working relationship with all programming departments

**ADECCO**, Los Angeles, California

Sept 97 – Nov 99

*Administrative Assistant*

Long-term and Temporary assignments at **WARNER BROS. STUDIOS** and **UNIVERSAL STUDIOS**, experience in: Human Resources, Publicity, Legal and Business Affairs/TV Distribution, and TV Music Licensing, Assistant to various vice presidents, handled confidential material discreetly, expense reports, correspondence, travel arrangements, scheduling of meetings, maintenance of filing, general support, and various requests as needed

**EYEMARK ENTERTAINMENT/CBS**, Los Angeles, California

August 96 – July 97

*Research Assistant*

Worked closely with the VP of Research, attendance of focus groups, support in research projects and sales presentations of research data, key member in the process of new contract negotiations with Nielsen, involved with the formation of new show website, representative for research vendors and suppliers, organized and processed department invoices, maintenance of all research files and resource library

**INTERNATIONAL VIDEO SERVICES**, Chicago, Illinois

Sept 91 – April 96

*Account Executive*

Cultivated in house accounts, managed long-term client relationships, scheduling of job priority with technicians, supervised and participated in vendor contract negotiations, involved in the evaluation and implementation of company policy and procedures

**CERNY/AMERICAN CREATIVE**, Chicago, Illinois

Oct 90 – Sept 91

*Studio Assistant*

Scheduling for the recording studio, invoice and billing, client relations, maintained audio tape library, assisted with the creation of sound effects, and assisted with video taped auditions for talent agents

**TELEVISION**

“In Gods Time”	Extra	JC Films
“Everybody Loves Raymond”	Extra	1 episode “The Checkbook”
“Curly Sue”	Extra	Winter 1995
“The Jerry Springer Show”	Intern	Spring 1995
“Neighborhood Watch”	Producer	WCTV- Independent Production
“Dune State”	Actor	VU – TV/Theatre project

**MY CHURCH**, Woodstock, Virginia

2016-Present

*Media Team and Theatre productions*

Rotate on Camera, Media, and Switcher. Used Black Magic, OBS, Stream Yard, Pro-presenter, and professional Panasonic cameras.

**THEATRE**

**MY CHURCH**, Woodstock, Virginia

2016-Present

Wrote, directed, and produced 5 Christmas plays.

A Christian Carol (adaptation)

An Angel’s Tale (a retelling of Max Lucado’s book)

The Blueberry Café

One Burgled Christmas  
The Christmas Cross

**HALCYONE PRODUCTIONS, Chicago, Illinois**

1993-96

*Board of Directors/The Liberty Series Coordinator*

Key member in the solicitation and selection of scripts, creator of “The Liberty Series” children’s theatre, supervised and collaborated with writers in the adaptation of fairy tale stories, worked with directors, designers, and actors, promotion of events, organization of annual women’s history month celebration, formulate organizational goals, founding member on the board of directors,

“Sleeping Brilliance”	Story Collaborator	
“Robin in the Hood”	Story Collaborator	Un-produced

Other Company Productions:

“The Brief But Exemplary Life of A Living Goddess”  
“Iron Mistress”  
“Alabama Rain”

**STAGE OF ONE’S OWN, Chicago, Illinois**

*Special Projects Coordinator*

Worked with the theatre owner to develop the mission and vision of the theatre, coordinated a women directors showcase, selected, and scheduled staged play readings, developed a feminist fairy tale series,

“The Real Princess”	Co-Writer/Director
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**BAILIWICK REPERTORY, One Act Director’s Festival, Chicago Illinois**

“Interior Designs”	Director
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**VALPARAISO UNIVERSITY THEATRE, Valparaiso Indiana**

“Suppressed Desires”	Director	Main Stage Theatre
“The Dining Room”	Assistant Director/Stage Mgr.	Main Stage Theatre
“Love’s Labour’s Lost”	Actor (Mote)	Main Stage Theatre
“Our Town”	Actor (Rebecca)	Main Stage Theatre
“Merrily We Go Along”	Props	Main Stage Theatre