

# Carissa Hedges

Chicago, IL | (313) 231-0962 | hcarissa1510@gmail.com |

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## EDUCATION

School of the Art Institute of Chicago — Chicago, IL  
BFA, Focus in Art Therapy | Expected 2026

## EXPERIENCE

*Detroit Institute of Arts* — Detroit, MI | *Director's Office Intern* | May 2024 – Aug 2024

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- Managed acquisition files, financial audits, registrar records, and expense reports.
- Assisted with curatorial tasks for incoming exhibitions and collaborated with collections management.
- Supported cross-departmental projects, contributing to smooth exhibition preparation and gallery operations.

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*Madewell* — Chicago, IL | *Sales Associate* | Aug 2024 – Jan 2025

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- Provided personalized styling and product recommendations, consistently meeting sales goals.
- Assisted in visual merchandising and seasonal floor displays to enhance the shopping experience.

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*Levi's* — Detroit, MI | *Sales Associate* | Jan 2022 – Jul 2022

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- Guided customer purchasing decisions through product knowledge and personalized recommendations.
- Collaborated with team members to execute seasonal promotions and optimize store operations

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## VOLUNTEER EXPERIENCE

*Shirley Ryan Ability Lab* — Chicago, IL | *Pediatric Volunteer* | 2025 – Present

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- Collaborate with medical and therapy staff to maintain a safe, organized, and patient-focused environment.
- Assist children with diverse physical and cognitive abilities, providing emotional support and encouragement.
- Assist the physical therapist and occupational therapist during patient therapy sessions

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*4th Presbyterian Church* — **Chicago, IL**

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- Volunteered in food pantry distribution, Sunday meal services, and clothing store operations.
- Provided compassionate support to individuals and families, ensuring accessibility and respectful service

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*Special Tree NeuroCare* — Romulus, MI

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- Supported patients recovering from brain and spinal cord injuries through companionship, encouragement, and assistance with daily activities.
- Collaborated with medical and rehabilitation staff to promote a positive, patient-centered environment.

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## SKILLS & CERTIFICATIONS

CPR & First Aid Certified

Computer: Microsoft Office Suite (Excel, Word, Spreadsheets), Windows

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