

## OBJECTIVE

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To creatively contribute to a non-profit arts organization that is dedicated to enhancing society and uplifting communities.

## SKILLS

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- Journalism: reporting, researching, critical writing, editing, fact-checking and multimedia storytelling
- Theatre: community engagement, public relations, marketing, box office, directing and stage management
- Research: compiling literature reviews, data analysis, data coding, organizing data and thesis writing
- Strong Interpersonal Comm., and Clerical Skills: data entry, filing, managing phones and greeting visitors
- Proficient in: Microsoft Office (Word, Excel and Power Point), Final Cut Pro, Photoshop and Dreamweaver

## EXPERIENCE

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**Power Movement for Motivating Youth after school program**, Arts Teacher **01.09 – 06.09**

- Encouraged at-risk students to develop a positive interest in the arts
- Designed lesson plans for students including, acting, photography and creative writing

**Signature Theatre Company**, Marketing Intern **01.09 – 04.09**

- Assisted Marketing team in researching and implementing innovative methods to build and diversify audiences
- Interviewed actors and edited production videos for the company's web site

**Syracuse Stage**, Public Relations Intern **08.08 – 12.08**

- Organized story ideas for news publications
- Created press releases and multimedia stories for publicity and community engagement

**Central New York Jazz Arts Foundation**, Development Assistant **08.08**

- Researched potential donors
- Organized donor database utilizing data entry skills

**UCF McNair Scholars Program and RAMP**, Secretary and Project Manager **01.08 – 06.08**

- Provided a full range of administrative, clerical and customer service related duties to staff and students
- Managed special projects, coordinated research based events and conferences

**UCF Conservatory Theater**, Box Office Assistant **05.06 – 07.06**

- Assisted Manager in arranging ticket sales, seating and concessions
- Prepared and managed Will Call prior to and during performances

**UCF Undergraduate Admissions**, Coding Assistant **01.04 – 07.05**

- Coded application data containing students' personal information and administrative decisions
- Managed both electronic files and files containing hard copies of student applications

## EDUCATION

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**Syracuse University, Syracuse, NY** **07.08 – 06.09**

Master's: Arts Journalism, Concentration in Theater

**University of Central Florida, Orlando, FL** **01.04 – 04.08**

B.A. Dual Degree: Theatre Studies, Broadcast Journalism

## HONORS

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**The Chancellor's Award for Public Engagement and Scholarship**, Writer & Copy Editor **03.09**

- Awarded to my M.A. Arts Journalism cohort for community arts coverage in "The Mix"
- Served as Copy Editor and wrote "The Kuumba Effect," an article about an after school arts program

**Ronald E. McNair Post Baccalaureate Achievement Program**, Scholar **08.06 – 05.08**

- Served as an undergraduate research assistant to Dr. Lisa Mills, in the department of Film
  - Produced undergraduate thesis, presented research at conferences throughout the U.S. and received \$2,800 research stipend
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