

YOUR NAME

CONTACT

12345678@gmail.com
555.555.5555

Street Address
City, State Zip

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EDUCATION

Duke University
Bachelor of Arts

Cumulative GPA: #.#
Major: XXXXXXXXX
Minors: XXXXXXXX,
XXXXXXXXXXXXXX

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AWARDS

Graywill Award for Arts
Leadership & Service

Harold Brody Award for
Excellence in Musical Theatre

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TECHNICAL SKILLS

Event Planning

Social Media Marketing

Mailchimp

WordPress

Adobe Photoshop

Windows Movie Maker

Google Suite & Microsoft Office

AudienceView

Trint: Transcription Software

SELECT WORK EXPERIENCE

Freakonomics Radio - New York City

Transcriptionist | September 2019 - Present

- Transcribed interviews on a wide range of topics using Trint.

Ambassador Theatre Group - New York City

Content & Creative Intern | September 2019 - April 2020

- Assisted the Executive Vice President of Content and Creative by answering phones, recording calls, making reservations, coordinating travel, and preparing meeting materials in a fast-paced environment.
- Contributed to producing efforts on *David Byrne's American Utopia* and *Plaza Suite*.
- Tracked the department's budget and compiled expense reports.
- Oversaw house seat submissions for VIPs, including fielding requests, submitting orders, and communicating with industry personnel.
- Fulfilled daily and ad hoc industry research needs for the producing, programming, and business development teams.

Broadway Plus VIP Services - New York City

Staff | September 2019 - March 2020

- Collaborated with cast members to lead backstage tours for VIPs.

Broadway Brands: The Broadway Briefing, Broadway News - New York City

Intern | June - August 2018

- Conducted industry research on current and upcoming productions.
- Managed the current article feed on the Broadway News WordPress website and proofread breaking stories.
- Drafted social media plans for Broadway News and *Blank! The Musical*.

Duke Arts - Durham, NC

Student Captain & Content Creator | January 2018 - May 2019

- Coordinated projects for employees, established a social media plan, and wrote articles for the Duke Arts WordPress website.
- Worked on event planning and provided facility tours.

Duke University Box Office - Durham, NC

Staff | February - May 2019

- Sold tickets in-person and over-the-phone using AudienceView.
- Fielded questions from visitors at the information desk.

PRE-PROFESSIONAL EXPERIENCE

Hoof 'n' Horn: Student-Run Musical Theater

President | 2018 - 2019

- Represented the organization to university administrators and staff.
- Oversaw 3 mainstage productions and 4 unique operating budgets.
- Chaired weekly meetings of the Executive Council.

Development Chair, Co-Chair | 2016 - 2018

- Directed 2 fundraising campaigns that cumulatively raised over \$15,000 by establishing relationships with donors and alumni.
- Founded, designed, and edited a bimonthly MailChimp newsletter.
- Planned 5 events with up to 150 attendees.
- Created graphics, programs, and videos to publicize events.