



YOUR NAME HERE

youremail@gmail.com

(716) 555 - 9876

Height: 6'

Eyes: Blue

Hair Color: Brown

Weight: 220lbs

Education: SUNY Fredonia

Degree: B.F.A Acting

Theatre (Selected Roles)

Bad Jews	Liam	Fredonia Theatre & Dance
Twelfth Night	Feste the Fool	Fredonia Theatre & Dance
Macbeth	Seyton	Shakespeare in Delaware Park
Eurydice	Father	Fred Performing Arts Company
Fahrenheit 451	Chief Beatty	French Woods Theatre Festival
Balm in Gilead	Bob	Fredonia Theatre & Dance
Man Who Came To Dinner	Dr. Bradley	Fredonia Theatre & Dance
What She Found There	John	Fredonia One Act Festival

Musical Theatre (Selected Roles)

Guys & Dolls	Sky Masterson	Sullivan County Dramatic Arts
Company	David	French Woods Theatre Festival
Shrek	Shrek	French Woods Theatre Festival
Cats	Old Deuteronomy	French Woods Theatre Festival
Smile	Big Bob	French Woods Theatre Festival
Jekyll and Hyde	Sir Danvers	French Woods Theatre Festival
Spamalot	Sir Bedevere	French Woods Theatre Festival
Mack and Mabel	Fatty Arbuckle	French Woods Theatre Festival

Special Skills:

Combat: Broadsword Quarterstaff Rapier/Dagger Unarmed Single Sword
 Ear for Dialects Impressions Juggling Children's Magic Bike Riding Whistle
 Snap Plus Size Tuxedo Model Improvisational Training Dance Tennis

Jane Doe

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Professional Summary

Ambitious and creative entrepreneur with experience in management, production, licensing, and statistical analysis. A self-starting innovator who consistently takes the initiative to promote positive organizational change, thereby leading to growth and progress. Strong communication skills with an understanding of implementing differentiated communication methods when dealing with various consumers, demographics, press, investors and financiers, corporate boards, and colleagues.

Music Business Background

Project Manager

August 2015 – Present

HAIL! Fredonia Records

- Conceive, develop, and orchestrate events that serve to benefit our partner not-for-profit organization, WhyHunger.
- Spear-headed the Music to Nourish Philanthropy Dinner and raised over \$3,100 for WhyHunger with a black tie event that included three live performances, a raffle, silent auction, and an elaborate four-course Thanksgiving dinner.
- Manage all members of the label and instruct members on proper data collection, statistical analysis, marketing tools, time management, writing skills, proper email construction, and proofread all materials before release.
- Exceptional communicator who effectively and diplomatically conveys information verbally and in writing.
- Highly analytical thinker with demonstrated talent for analyzing, improving, and streamlining work processes.
- Results-driven achiever with exemplary planning and organizational skills, along with a high degree of detail orientation.
- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.

Business & Artist Manager

August 2014 – Present

Nia Drummond

- Craft, program, and sustain the Nia Drummond website [www.niadrummond.com].
- Collaborate with artist to develop marketing and publicity plans to accelerate her career.
- Control all aspects of social media and have increased reach, likes, and engagements by 92.8% in 12 months.
- Executive producer of projects such as sound recordings, photo shoots, and music videos on a controlled budget.
- Compose press releases, photo releases, blogs, web content, contracts, licenses, proposals, grants, and graphics.
- Adaptable, mobile, positive, resilient, patient risk-taker who is ambitious to explore and implement new ideas.

Talent Showcase Coordinator & Administrative Intern

June 2014 – Present

Kingdom Bound Music Festival

- Create, develop, and maintain the Kingdom Bound Talent Showcase website [www.kbtalentshowcase.com].
- Hire and manage 20 interns to conduct social media, inquiries, artists and repertoire, and promotional work.
- Negotiate contract agreements with performers, agents, and production companies as well as write legal and binding terms, conditions, and agreements.
- Record, proofread, and organize invoices, presentations, publications, reports and other relevant material.
- Goal-driven leader who maintains a productive climate and confidently motivates, mobilizes, and coaches interns to meet high performance standards and educate them about various genres of music.
- Computer-literate performer with extensive software proficiency covering a wide variety of applications and coding.
- Manage all Kingdom Bound social media accounts during the festival and organize interns to effectively capture the essence of the company while creating a marketing strategy aimed toward the targeted and pertinent demographic.

Education

Bachelor of Science and Bachelor of Arts, May 2016

Fall 2012 – Present

Majors: Business Administration – Music Industry & Vocal Performance

State University of New York at Fredonia

GPA: 3.8

General Management Experience

Business Manager

January 2013 – Present

Dynamic Intonation

- Coordinate and organize events: concert dates, venues, accommodations, and transportation.
- Plan and implement fund-raising and promotional activities on a controlled budget.
- Plan and schedule rehearsals and performances, and arrange details such as location and time management.
- Collaborate with other members of the executive board to apply for grants, develop a budget, negotiate contracts, and design promotional materials to be used via social media and person-to-person contact.

Restaurant Manager

October 2014 – August 2015

Pizza Hut

- Supervise all areas of operations during scheduled shifts and ensured smooth coordination of between the back-end and front-end activities.
- Regulate inventory, supplies, customer complaints and queries.
- Monitor procurement, storage, preparation, cooking, handling, and serving of food.
- Balance finances at the end of each day and record all credits and debits in the system.
- Train new team members on various protocols, customer service tools, proper preparation of food, delivery procedures, and train wait staff in order to enable them for success and run an efficient shift.

Solo Performance

St. Matthew Passion	Ancilla II	Buffalo Philharmonic Orchestra	2016
Don Giovanni	Zerlina (cover)	Western New York Chamber Orchestra	2015
Into the Woods	Cinderella	Student Opera Theater Association	2015

Choral Performance

Buffalo Philharmonic Chorus	Alto	Buffalo Philharmonic Orchestra	2014 and 2016
Fredonia Chamber Choir	Alto	Fredonia State University	2013 – Present
Fredonia Festival Chorale	Soprano	Carnegie Hall	February 2014
Holy Trinity Lutheran Choir	Alto	Holy Trinity Lutheran Church	2013 - 2014

Acapella Performance

The Riveters (All Female)	Music Director	Soprano	Fall 2012 – Present
Dynamic Intonation (Jazz)	Business Manager	Soprano	Fall 2012 – Present

First Name Last Name Address Phone Number youremail@gmail.com

EDUCATION

State University of New York at Fredonia Bachelor of Arts, expected May 2019

Dual Majors: Theatre Arts & Communication: Journalism

- Theatre GPA: 3.78, Journalism GPA: 3.69 Overall GPA: 3.62
- London Theatre Study Abroad January 2018
- Alpha Lambda Delta, Lambda Pi Eta, Sigma Gamma Phi Honor Societies; Dean's list: 7 semesters

RELEVANT COURSEWORK

Performing Arts Organization and Management, Fall 2018

Public Speaking, Spring 2017

Professional Theatre Intern, Fall 2016

MANAGEMENT/LEADERSHIP EXPERIENCE

Assistant Director, Anything Goes, SUNY Fredonia Mainstage Production, Spring 2019

- Assisted the Director by standing in for absent actors
- Worked as second set of eyes in order to catch any blocking or choreography mistakes
- Took notes during each rehearsal, notes from the Director as well as my own observations
- Researched the history of passports and how they evolved to the document we have today
- Used my research to create a display board for the production, each cast member had a passport and "S.S. American" boarding ticket

Treasurer, Society of Professional Journalists, Fall 2018

- Contacted and secured former Spectrum News employee D.L. Webster as a guest for SPJ's annual journalism conference
- One of the most successful conferences to date, approximately 100 student and community attendees
- Presented to the club's general body regarding creating websites and resume reels

Teaching Assistant, Playground Academy's "Movie Makers", Spring/Fall 2018

- Co-taught a class which taught kids how to create a short film. The kids learned how to create and compromise on a story, different aspects of filming (camera work, audio equipment) and basic editing techniques.

Theatre Camp Administrator, Playground Academy, Summers 2016 - 2018

- Assistant taught a theatre game class during the camp's afternoon class rotation ('16)
- Helped campers memorize their lines, songs and dances ('16)
- Assisted the Stage Manager with rehearsal notes ('17)
- Guided the children backstage during performances, made sure they made their entrances and stayed quiet ('17)
- Co-stage managed three productions and called *Winnie the Pooh Jr.* ('18)

Recruitment/Assistant Laurel Guide, Sigma Gamma Phi, Fall 2017

- Administered and planned a week full of outfits and activities, such as icebreakers and games, for organization of 50+ women
- Assisted teaching new members about the history of the organization, oversaw that they completed their study hours weekly
- Planned a surprise event for the 50+ members, attended Pumpkinville in Ellicottville, NY

Fundraising Chair, Sigma Gamma Phi, Fall 2016 - Spring 2017

- Organized several fundraising events, such as a carnation sale and t-shirt sale, raising over \$500 for the organization

Hope Chair, Sigma Gamma Phi, Fall 2015 - Spring 2016

- Honored the memory of an eternal sister by teaching members of the sorority
- Organized and hosted a free Zumba event that supported body positivity and acceptance
- Reached out to local businesses and campus clubs to
- Organized two fundraising events in efforts to raise money for our Hope Scholarship

CERTIFICATIONS

CPR/AED Certified, April 2018
Squarespace Certified, Fall 2016

COMMUNICATION/THEATER EXPERIENCE

JOURNALISM - On Air

Newsroom Internship, *Spectrum News Buffalo*, Summer 2018

- Shadowed all areas of the newsroom producer: wrote a VO for the nightside anchor, learned how newscasts are stacked assignment editor: made and answered phone calls, added events to the calendar
 - anchor: observed how the anchor recorded the newscast
 - digital: learned how stories were altered to fit different platforms; twitter versus facebook
- Co-anchored an A Block with stories written by myself and my fellow anchor
- Created multiple VOs, VOSOTS and Packages from events I attended with the reporters
- Created a resume reel and presented it to my fellow interns and Spectrum News employees

Multimedia Journalist & Anchor, *Channel 8 Update*, WNYF TV station, Fall/Spring 2018

- Wrote stories, varying from local, national and international news, for the weekly newscast
- Co-Anchored the newscast bi-weekly, Fall 2018

TV Show Host, *Fredonia Faces*, Spring 2018

- Selected as one of two hosts for the TV studio capstone project
- Conducted interviews with Fredonia faculty and performed games with guests comprised of student groups
- Hosted a vegan cooking show

JOURNALISM - Print

Chautauqua County Environmental Report, Journalism Convergence Capstone, Spring 2019

- Research into NYS/CHQ county recycling regulations and laws as well as local companies and their regulations
- Research into environmentally friendly practices; ways to combat plastic pollution

Publicity Crew, SUNY Fredonia Walter Gloor Mainstage Season, Fall 2017 - Spring 2018

- Interviewed directors, crew members and actors associated with the production(s)
- Hung posters around campus and local businesses to promote the production(s)
- Filmed and edited short video(s) for productions

Current Issues Review, *The Leader*, SUNY Fredonia

- "More than just a 'missing person,'" learning about former Fredonia student, Sam Sayers
- "Fredonia on Ice," A look into how the campus handles snow and ice

THEATRE

Nurse, *Romeo and Juliet*, Venture Productions - Shakespeare on the Lake, July 2018

Peaceblossom, *A Midsummer Night's Dream*, Venture Productions - Shakespeare on the Lake, July 2017

- Performed in the 1st annual Shakespeare on the Lake festival

Promotional Actress, Venture Productions - FSA marketing video, Fredonia, NY, Spring 2017

- Acted in a segment for new FSA (Faculty Student Association) video, a video shown at orientation to incoming and transfer students

GENERAL EMPLOYMENT

Nanny, individual care for local families caring for a newborn and toddler, Spring 2017-Present

Marketing, creating flyers and social media posts for college rentals, communicating with interested students, frequent communication with the landlord, Fall 2018-Present

REFERENCES

Jane Doe, Owner of Venture Productions LLC & Professor of Theatre at Fredonia
(716) 555-1234
janedoe@gmail.com

John Doe, Executive Producer & Internship Manager at Spectrum News Buffalo
(716) 555-5678
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Jim Doe, Professor of Journalism at Fredonia & former Consumer Reporter at WGRZ
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jimdoe@fredonia.edu