

## 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

johndoe@charter.com

**Jim Doe**, Professor of Journalism at Fredonia & former Consumer Reporter at WGRZ

(716) 555-9876

jimd@fredonia.edu

# YOUR NAME HERE

---

(AREA CODE) PHONE  
youremail@yahoo.com

street address  
city, NY 13039

## EDUCATION

**STATE UNIVERSITY OF NEW YORK at FREDONIA**  
**Bachelor of Science, Public Relations**, expected December 2020  
Business Administration minor

- GPA: 3.5
- **Honors:** Dean's List, Magna Cum Laude Graduate

**ONONDAGA COMMUNITY COLLEGE**, Syracuse NY  
**Associate in Science, Business Administration**, August 2018

- GPA: 3.6
- **Honors:** Magna Cum Laude, Provost's List, Phi Theta Kappa

## RELEVANT EXPERIENCE

**Marketing Intern & Box Office Attendant, Redhouse Arts Center, Syracuse, NY**  
March 2018-present

- Helps design posters and flyers to promote theatrical productions
- Providing excellent customer service to our patrons
- Assisting patrons with over the phone ticketing sales

**Corporate Communication Intern, SRC Inc., Syracuse, NY**  
January 2018 - 2019

- Drafted press releases monthly for the defense industry
- Collaboratively designed billboards for a recruitment campaign
- Graphically designed posters for 5 different events
- Coordinated the SRC Community Internship Program
- Organized and planned events
- Helped facilitate a mentorship program for 5 months

**Social Media Consultant, Matilda Joslyn Gage Foundation, Fayetteville, NY**  
May - November 2018

- Posted on the foundation's Twitter and Instagram monthly
- Assisted with composing emails
- Designed a community event poster

## CAMPUS LEADERSHIP

**Historian** for the Kappa Chapter of Sigma Gamma Phi

- Document sorority history for future members

**Enactus**, maybe a description of what it means

- Future H.E.R. (Higher reaching, Equality, Responsibility) Division

## TECHNICAL SKILLS

**Microsoft Office** Word, PowerPoint, and Excel  
**Adobe** Photoshop, InDesign, and Illustrator

## VOLUNTEERISM

**Everson Museum of Art, Syracuse, NY, 2019**

**Beaver Lake Nature Center, Baldwinsville, NY, 2008 – 2016**