

EXPERIENCE

ADMINISTRATIVE ASSISTANT, Oklahoma City Repertory Theater, Artistic Dir. Kelly Kerwin	2023-2024
<ul style="list-style-type: none"> Managed Office Phone Calls & Fielded Inquiry Emails Created/Maintained Artist Databases Provided Script Coverage Scheduled Artistic Meetings, Equity Auditions, & Equity Callbacks Compiled Travel & Hospitality Arrangements Served as Artistic Director’s Eyes and Ears During Several Tech Rehearsals Liaison for Traveling Artists/Agents & Proactively Coordinated Green Room Needs Drafted Company Management Packet & Developed Experience Survey for OKC REP Artists Produced Special Event Pre-Show Performance Series Entitled “Rep Rallies” Errands Ran: Delivered Checks, Dropped Off Postage, Picked Up Promotional Materials, Purchase Office Supplies etc. Daily Tasks: Copying Sides, Scanning Donor Information, Filing Donor Information etc. Compiled Production Expenses, Tracked Production Receipts, Maintained Budget Archive Assisted Development Manager with Capital Campaign & Subscription Retention Strategies Assisted Marketing Team with E-Newsletter & Social Media Coverage at Events Took Notes at All-Staff Meetings 	
ASSISTANT DIRECTOR, Oklahoma City Repertory Theater, Dir. Jesse Jou	2023
<ul style="list-style-type: none"> Directed Understudy Rehearsals Took Notes Throughout the Rehearsal Process Proactively Balanced Shifting Priorities as Both Administrative Assistant and Assistant Director 	
ASSISTANT DIRECTOR, Lyric Theatre, Dir. W. Jerome Stevenson	2023
<ul style="list-style-type: none"> Managed 60+ Member Volunteer Nun Chorus Served as Director’s Eyes & Ears in Choreography Rehearsals 	
THEATER TEACHER, Oklahoma Children’s Theatre, Camp Dir. Miranda Wagner	2023-2024
<ul style="list-style-type: none"> Successfully Managed 20+ Students with Differing, Often Competing Needs Organized, Wrote & Directed Original Plays for Ages 5-13 Thrived Under Pressure in an Environment Where No Two Days Are The Same 	
PLAYWRIGHT, University of Oklahoma, Professor Dr. Nahuel Telleria	2020-2024
<ul style="list-style-type: none"> Developed Excellent Written & Verbal Communication Skills Consistently Received Feedback on Quality of Work & Enthusiastically Improved 	
RESIDENTIAL ADVISOR, University of Oklahoma, Residential Dir. Megan Morrison	2021-2023
<ul style="list-style-type: none"> Scheduled 1:1 meetings for 70+ Freshman Residents Maintained Resident Spaces Pre/Post School Year & Organized Facilities Upkeep Programmed Special Events: Consent 101; Diversity/Inclusion Workshops; Sex Education Guest Speakers 	
ASSISTANT DIRECTOR, University of Oklahoma, Dir. Seth Gordon	2022
<ul style="list-style-type: none"> Directed Understudy Rehearsals Upheld & Enacted Directors Vision from Opening to Closing 	
HUMAN RESOURCES OFFICE ASSISTANT, Riata Corporate Group, HR Dir. Sandy Herba	2019
<ul style="list-style-type: none"> Transferred 3000+ Physical File Library to Digital Database Coordinated with Several Branches of Parent Company to Provide HR Support 	

POINTS OF INTEREST

- Experience with: Microsoft Excel & Word; Outlook; Canva; Mailchimp; Major Social Media Platforms
- Grant Recipient to Shadow Ashley Brooke Monroe, Associate Director of “LIFE OF PI” Broadway
- Grant Recipient to Shadow Conner Wilson, Associate Director of “HARRY POTTER AND THE CURSED CHILD” Broadway
- Additional Skills Include: Confidentiality; Radical Reimaginings of the Classics; Company Management; Emotional Intelligence; Non-Profit Community Outreach; Outgoing & Approachable; Attention To Detail; Performance Curation; Enthusiastically Reliable; Producing; Dramaturgy

EDUCATION

University of Oklahoma Helmerich School of Drama	BFA: Acting
<ul style="list-style-type: none"> Directing I-III; Theater Management; New Play Development Playwriting I-III; Dramaturgy; Dramatic Structures; US Latinx Theatre Acting For The Camera I & II Chicago, New York, LA Showcase 	Seth Gordon; Jerome Stevenson Dr. Nahuel Telleria Chris Friehofer CSA Madison Neiderhauser; Alissa Branch