

I. Company**Job/Work: Dates**

Encore Theatre Group

Co-Director and Stage Manager: I assist in directing scenes, create and lead theatre games, help choreograph numbers and run rehearsals, and I run the show and backstage area during performances, I'm also in charge of set design and sometimes build the sets myself. (2 Years various dates to Present)

Watermark World Wide

Executive / Personal Assistant.

Boss is the former SVP of Disney's International and Mobile Motion Picture Promotions. Filing, answered phones, pitched ideas, compiled research, organized receipts, and general personal assistant work. (5 months: 2010)

Walt Disney Motion Picture Casting

Intern: Disney Summer Internship Program: Filed, organized, researched, answered heavy phones, called agents, set up auditions, assisted in auditioning, reading for audition tapes, organizing actor headshots and resumes. (Summer 2009)

Warner Brother's Motion Picture Casting

Intern: Filing, script coverage, etc. (Summer 2008)

ABC "Brother's And Sister's" Casting

Intern: Answering heavy phones, setting up auditions, filing, reading for audition tapes, etc. (Summer 2008)

Arlie Day Casting

Casting Assistant: Helped Cast the Independent non-union film "Diamond Girl", answered heavy phones, sent out emails, set up auditions, filmed auditions. (Summer 2008)

TLC Entertainment

Executive Assistant:

- General Administrative (Phone, filing, research, etc.): (Summer 2007)
- Script coverage: (Summer 2008)

Lee Strasburg Academy

Intern / Assist Instructor. It was a once a week kids workshop. I taught kids acting games to help with their overall acting skills, worked on scenes with them and helped them present their final presentation. (Summer 2010)

Private Acting Coach

Teach independent students acting techniques, help perfect monologues, coach students to get into the school of their choice. (Summer 2010-current)

Stage Right Productions

Assistant Director: Assisted in directing a kids production of The Wizard of Oz (December 2010)

Indiana University: IU Auditorium

Usher: Assisted Patrons, program distribution, ticket taking. (2006, 2007)

Indiana University: Wells-Metz Theater

Usher: Assisted Patrons, handled Coat check, program distribution, ticket taking and ran concession stand As a University Player Member Won Usher of the Year Award and Scholarship (2006-2008)

Indiana University: Brown County Playhouse

Usher: Assisted Patrons, Program distribution (2007)

Carpenter Ave. Elementary School

Teaching Assistant (2002-2008)

Carpenter Ave. Elementary School

Drama Teacher: Created and implemented school-wide one week Drama program. (2007)

Campbell Hall Cheer Camp

Counselor for 2nd/3rd graders. (Summer 2003-2005)

Child Care

Varied. Including those in the Entertainment Business. (2002-2008)

(References available upon Request)

II. Volunteer

National Charity League of Glendale (NCL)

St. Nicholas Debutantes

Women's Care Cottage

National Kidney Foundation

St. Nicholas Kids Club

Studio City Chamber Of Commerce Holiday Parade

Studio City Beautification Project (Tree Planting)

(References available upon request)

Position/Responsibility

Member: National community service organization member. Boxed food for the Salvation Army, visited elderly. (2002-2006)

Member: Community service, (2005)

Office assistant: (2005)

Volunteer: Prepared gift bags for charity fund-raiser event. (2004)

Volunteer: Prepared food baskets, served breakfast to families, assisted with gift distribution at Christmas program. (2002-2005)

Assistant: Helped Santa Claus take pictures with the kids. Played Head Elf. (December 2002-2005)

Volunteer: Helped Eagle Scout member and his troop along with members of LA Green to plant trees in Studio City. (2000)

III. Special Honors and Awards:

"Do Something" National Essay Contest winner

U.S. Presidential Student Service Award

Girl Scouts of America

Western Region Antiochian Archdiocese Poetry Festival

Western Region Antiochian Archdiocese Arts Festival

Sierra Canyon Science Fair

Sierra Canyon Solar Car Races:

California Drama Teachers Association Competition

California Drama Teachers Association Competition

Sierra Canyon Community Service Award

Sierra Canyon Community Service Award

American Youth Soccer Organization

Description

Won Essay contest, essay was about creating a Peace Garden where people of all faiths, races and walks of life could come together and share their ideas in this garden. (2001) –Article published by LA Times

Presented for showing outstanding commitment to Community service 2001

Earned Cadette Community Service Bar Award for completing required number of badges and activities to win Silver Award status. (2001)

Winner: Second Place (2000)

Winner: Third Place (2000)

Sixth Place: Awarded for the project that determined which name brand ant-acid best neutralized acids. (2001)

First Place: Built & raced the solar car, beating out the other cars & times.

Second Place: Awarded for Best Actress in a Leading Role: [All About Eve: Margot Channing] (2002)

Fourth Place: Awarded for Best Actress in a Supporting Role: [Harvey: Nurse] (2000)

Awarded for completing 52 hours of community service (2000-2001)

Awarded for completing 49 hours of community service (1999-2000)

Region 58 Division Championship Team Awarded Championship Trophy. (1999, 1997)

Other Skills:

- Some Spanish Speaking Skills, and some American Sign Language Skills
- Computer Literate:
 - Mac Computers: Microsoft Word, Excel,
 - PC: worked with Word Documents and Excel
 - Internet Savvy
- Graphics Programs: Microsoft PowerPoint, iPhoto, (Some Photoshop)
- Strong Creative Writing Skills
- Top Interpersonal Skills