

EDUCATION

D&AD

[New Blood Shift Program](#)

February 2019 – May 2019

Udemy

[Modern Copywriting](#)

February 2019 – June 2019

Grow with Google

[NYC Learning Center](#)

June 2019 – October 2019

University of California, *Davis*

*Bachelors of Arts- Dramatic Arts |

Minor- Textiles & Clothing

September 2009

SKILLS

- Public Speaking, Creative Writing, Social Media, Singing, Acting, Improv, Program Coordination, Administration, Sales, Team Building, Costume/Props, Visual Merchandising, Transcribing
- Google Suites, Microsoft Office Suites, Photoshop, YouTube closed captioning, Windows Movie Maker, iMovie, BlueCherry, Repzio, Concur, Condeco, Open Table, POS Systems, Passage Point, multi-line phones
- French (moderate) and Italian (beginner)

SELECTED WORK EXPERIENCE

Lincoln Center for the Performing Arts *New York, NY*

November 2019 – June 2020

Receptionist/People Team Administrator

- Greeted all guests and employees at the LCPA corporate office
- Created and proofed copy on internally used legislature
- Transcribed videos for the LCPA YouTube channel

SugarBear Games (*remote*) *New York, NY*

January 2019 – present

Part-time Freelance Copywriter for StartUp Wars card game

- Commercial script developer and supervisor
- Lead copy for social media accounts
- Editor for instruction manual

NEST Fragrances *New York, NY*

March 2017 – March 2019

Sales Administrator

- Liaison between wholesale accounts, account executives, operations team, and FedEx
- Set up accounts, entered orders, generated invoices, and updated payment in BlueCherry
- Created and/or maintained trackers and reports to keep sales team organized

Red Fuse Communications *New York, NY*

March 2016 – March 2017

Receptionist/Administrator

- Booked conference rooms for all internal and client meetings through the Condeco booking site
- Filed business-related expenses through the Concur website for a senior manager
- Answered multi-line phone and screened calls accordingly

The Wildlife Conservation Society *New York, NY*

June 2015 – March 2016

Program Co-creator/Project Coordinator/Supervisor/Actor

- Coordinated and supervised seasonal programs at New York Aquarium and Central Park Zoo
- Performed education musicals for children at schools, libraries, and zoos.
- Created insightful and entertaining scripts and props