

FIRST NAME LAST NAME

City, State

Emailaddress@provider.com

Phone Number

linkedin.com/in/firstnamelastname/

EDUCATION

Bachelor of Arts in Theatre Studies, May 20XX

Northern Illinois University, DeKalb, IL

THEATRE EXPERIENCE

Camp Counselor, NIU Summer Theater Arts Camp, DeKalb, IL, June 20XX - August 20XX

- Lead group activities for up to 15 campers, ages 12-15
- Facilitated teambuilding activities and encourage collaboration on projects to foster teamwork

Company Management Intern, Chicago Shakespeare Theater, Chicago, IL, January 20XX - April 20XX

- Communicated weekly with Company Manager to report on progress of project
- Coordinated travel logistics for 6 CST staff members for special events
- Wrote and edited communication sent to guest artist to ensure details are set for their travel
- Attended professional development seminars, gaining industry knowledge from professionals

Box Office Clerk, NIU School of Theatre and Dance Box Office, DeKalb, IL, August 20XX - May 20XX

- Provided friendly and professional customer service to patrons during ticket sales
- Promoted and sold Season Subscriber packages through persuasive encouragement

Production Volunteer, Children's Theatre of Elgin, Elgin, IL, January 20XX - Present

- Help with the lighting, set design, sound design of multiple productions in preparation for and during performances

Performing Artist (Various theatrical groups), May 20XX - Present

- Demonstrate teamwork through work with various sized ensemble casts
- Develop strong public speaking abilities, with experience in performing in over 30 shows
- Utilize creativity to bring characters to life on stage

ADDITIONAL EXPERIENCE

Team Member, Caribou Coffee, Sycamore, IL, March 20XX - Present

- Consistently provide excellent customer service, utilizing strong people skills
- Collaborate with teammates to ensure customer satisfaction
- Decreased waste through attention to detail to ensure accuracy in orders
- Motivated team members by demonstrating positive attitude and encouraging others