

Experienced musical theatre performer and nonprofit development assistant, preparing for a career in arts administration.

Education

Ithaca College, Ithaca, NY
School of Humanities and Sciences
Bachelor of Fine Arts, Musical Theatre
GPA: 3.83, graduated with distinction

May 2016

Relevant Employment Experience

Usdan Summer Camp for the Arts, New York, NY
Assistant to Senior Staff members / Parent Support Staff

Freelance Projects from December 2015 – Present

- Various projects for alumni outreach, including alumni coordination for 2020's Virtual Gala.
- Responsible for handling communication between Usdan student families and staff members. Became a key liaison between these two parties.
- Recorded and analyzed survey results from Usdan students and their families.
- Supervised student sign-out procedure during everyday camp dismissals and after field trips.
- Aided in the creation of student schedules and schedule changes.
- Scheduled meetings for senior staff, tours for prospective students, and scholarship audition days.
- Assisted Senior staff with onboarding and training new administrative assistants. Helped to familiarize new staff with Usdan's databases and daily protocol.

Usdan Summer Camp for the Arts, New York, NY
Assistant to the Director of Development

**Freelance Projects from September 2016 - April 2017
and September 2017 – November 2018**

- Supported the Director of Development in researching and compiling profiles for major donor prospects and institutional prospects, formulating solicitations, and other institutional development activities.
- Responsible for composing and logging donor communications: including thank you letters, acknowledgement letters, and newsletters.
- Assisted in planning, coordinating logistics, and running major fundraising events and open houses.
- Hosted visits to generate interest among new donor prospects, or prospective students and their families.
- A part of the team that reimagined Usdan's mission and brand. Helped develop fundraising projects and protocols to match the new mission.

Usdan Summer Camp for the Arts, Wheatley Heights, NY
Director, Choreographer, Counselor

Summer 2013 – Summer 2015

- Guided students through daily classes and helped familiarize them with Usdan traditions, protocol, and campus.
- Directed and choreographed music and dance performances.

Ithaca College, Ithaca, NY
Teaching Assistant for Jazz I and II

August 2015- May 2016

- Collaborated with the professor to help run class activities and supported students in their academic growth.
- Organized and facilitated tutorial sessions for the class.

Independent Performing Arts Professional

2016 - Present

- Principal performer and company member at regional theaters nationwide, including: Argyle Theatre, Royal Caribbean Cruise Lines, Hangar Theatre, REV Theatre Company, Beef and Boards Dinner Theatre, Forestburgh Playhouse, and Bristol Riverside Theatre.

Honors

Jimmy Award Participant / Winner of the NYC Roger Rees Award, NY, NY

June 2012

Dean's List, Ithaca College

Fall Semester 2012 – Spring Semester 2016

Skills

Experience using: DonorPerfect, FileMaker, Microsoft Word, Microsoft Excel, Instagram, Facebook