



- **Education and Arts Administration professional**
- **Strong communicative ability (both oral and written)**
- **Enthusiastic and energetic personality, public speaking skills, professional demeanor, extremely detail-oriented, self-starter**
- **Theatre Performer/ Freelance soloist; Acting resume available upon request**

EDUCATION

BS: ELEMENTARY AND SPECIAL EDUCATION; ENGLISH DISCIPLINE

University of Delaware, 2007

-Magna Cum Laude: 3.8 GPA

MA: THEATRE

Villanova University, 2011

-3.8 GPA: Full scholarship as Public Relations/ Marketing Graduate Assistant for Theatre Department

TECHNOLOGICAL SKILLS

MAC & PC proficient, MS Office, Outlook, Facebook, Twitter, Flickr, Instagram, Constant Contact, Photoshop, Symfony CMS, Vendini Ticketing Systems

SPECIAL SKILLS

-Children's theatre performer/ puppeteer: "I Like You the Way You Are" video demo: [VIEW](#)
PBS Sprout Host Hunt Audition: [VIEW](#)

DELAWARE COLLEGE OF ART AND DESIGN

DIRECTOR OF COMMUNICATIONS

JULY 2013 – CURRENT

Responsible for the development of DCAD's institutional image and promoting the College through public relations, media relations, advertising, publications, promotional materials, exhibitions and community outreach

- Oversee publication and distribution of all printed and digital materials on behalf of the College- collaborating with the departments of Admissions, Student Life, and Development, among others
- Maintain and update DCAD's website: www.dcad.edu as well as all social media and digital communications including e-newsletters, event announcements, etc...
- Create, arrange and archive media coverage and all advertising opportunities on behalf of the College
- Craft press releases and write, edit and proofread internal and external communications
- Manage the DCADINQB Designer, develop content for and oversee all design projects carried out through the INQB8 design group; Manage and mentor Communications Assistant- work-study position
- Communicate regularly with parents and students regarding exhibitions, student and community events and necessary College communications on a frequent basis
- Seek and coordinate all community partnerships with outside organizations

DELAWARE THEATRE COMPANY

MARKETING MANAGER

MAY 2012 – JULY 2013

- Coordinate relationships with all press, media, vendor and designer contacts
- Manage and maintain DTC's web presence via Content Management System, as well as develop and execute social media campaigns (including, but not limited to Facebook, Twitter, Instagram, LinkedIn)
- Produce and distribute all press releases and marketing-related content
- Create and communicate programming and event promotions through e-blasts and print materials

AUDIENCE SERVICES MANAGER & MARKETING ASSOCIATE

AUG 2011 - MAY 2012

- Hired and managed Box Office, House Management, and Concessionaire staff and scheduling.
- Coordinated all theatre rentals and group sales, utilizing Theatre Manager software.
- Acted as full-time Marketing contact during maternity leave of current Marketing Director.

WINTER ACTING INSTRUCTOR: PLAYMAKERS (ages 8-13)

ACTING FOR TEENS CLASS (ages 13- 18)

DEC 2012– MAR 2013

SUMMER ON STAGE PROGRAM- STAGECRAFT INSTRUCTOR/ DIRECTOR

JUNE 2011 – AUG 2011

THEATRE HORIZON: AUTISM DRAMA THERAPY PROGRAM INSTRUCTOR

JULY 2010- JULY 2011

VILLANOVA THEATRE

THEATRE GRADUATE MARKETING AND PUBLIC RELATIONS ASSISTANT

AUG 2009 - JUNE 2011

- Planned, organized and set-up departmental events including fundraisers and opening night reception:
- Wrote/edited press releases; drafted media information and prepared press packets
- Managed Villanova Theatre presence on the internet/ social media and networking sites.
- Managed department donations and print mailings
- Coordinated all Group ticket sales

JOHN BASSETT MOORE INTERMEDIATE SCHOOL

ELEMENTARY SPECIAL EDUCATION AND ENGLISH TEACHER

SEPT 2006 - 2009

- Instructed 5th and 6th grade Special Education classes/ Inclusion classes (taught two classes; approx. 30 students each)
- Planned, designed, and implemented differentiated instruction for Special Education students in all core subjects.
- Worked closely with the Educational Diagnostician and parents to create IEP's and IFSP's (educational plans) for those students qualifying for Special Education
- In addition to maintaining whole class lessons/ grading/management; Case managed over 20 student's Special Education programs
- Planned, evaluated and assisted in curriculum development for ELA Dept.
- Nominated for school's Teacher of the Year for 2008