



**Tisch Office of Career Development**

# Resume Guidelines and Samples

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# RESUME GUIDELINES & SAMPLES

## General Tips

The main purpose of a resume is to persuade a potential employer to interview you. A resume is a summary of your abilities, accomplishments, and experiences. This guide is an introduction. We recommend that you have a career counselor critique your resume before using it!

One-page resumes are preferable for most fields. Two-page resumes are appropriate if you have a great deal of relevant experience. If you use two pages, make sure your name is at the top of the second page.

Have others proofread your resume for clarity, grammar, and spelling.

There are two basic resume formats. The most common is the *reverse chronological*, which is particularly appropriate for individuals whose most recent work and educational experience match closely with their career/job objective. In this format, the most recent education and experience are listed first, followed by the next most recent, and so on.

The less frequently used *functional* format is most appropriate for people who do not have experience in their chosen field. It is designed to highlight specific transferable skills that would be relevant to an employer, rather than focus on chronology or employment history.

Use a word-processor, experimenting with different fonts and layouts to produce a resume that effectively presents your qualifications. Print the resume on 8 1/2 by 11 inch white, ivory, or light beige bond paper.

The following categories are typically included in a reverse-chronological resume, however, your particular situation will dictate which ones are most appropriate for you.

## NAME

Include first (given) name FIRST, middle name/initial (optional), then last name (surname) LAST.

## ADDRESS

Include local and/or permanent addresses. Refer to sample for possible layout.

## PHONE NUMBER/E-MAIL

Include day and/or evening numbers, as well as e-mail if applicable.

## OBJECTIVE (optional)

Briefly indicate a specific position. Do not state that you want a “challenging career opportunity.”

## EDUCATION

List in reverse chronology. Include institution, location, school division, degree, graduation date or expected graduation date, all majors and minors, and GPA if above a 3.0.

## HONORS

List any honors, scholarships, or awards you have received, including any received from community or civic organizations.

## RELEVANT COURSEWORK

List courses - even if outside your major - that are relevant to the position. Focus on electives and upper-level courses.

## EXPERIENCE

Include paid employment, internships, volunteer work, and military service. List employer/organization, location (city and state only), job title, dates of employment, and a brief job description.

When writing the job description, be concise and concrete. Use action verbs. Describe responsibilities and skills used. Emphasize results and accomplishments! Do not lead with “Duties” or “Responsibilities.” Omit pronouns.

Include specific details of the experience that is relevant to your job objective. Six or seven lines of information is enough. For less relevant experience, (e.g., babysitting, when you want a job in broadcasting), summarize the responsibilities in one or two lines.

## ACTIVITIES

Include NYU club memberships, student government, community service, and participation on athletic teams. Emphasize leadership duties, if any. If the bulk of your experience was gained through an activity, list it under EXPERIENCE, and describe your work as recommended above.

## SKILLS

Include all computer, foreign language, and technical skills, even if you are less than proficient in them. Characterize your level of ability as “familiar with,” “knowledge of,” or “experience in.” COMPUTER SKILLS and LANGUAGES may be used as separate categories.

## INTERESTS

This section adds a personal dimension to the resume. Be specific (see samples). Three is sufficient. Travel experience may be included.

## REFERENCES AVAILABLE ON REQUEST

This is optional. Omit it if you need more space.

## ACTION VERB LIST

### *Dynamic Ways to Describe Your Experience!*

<u>Create</u>	<u>Organize</u>	<u>Analyze</u>	<u>Lead</u>	<u>Initiate</u>	<u>Prepare</u>	<u>Teamwork</u>	<u>Communicate</u>
accomplish	administer	administer	accelerate	accomplish	appraise	accomplish	address
achieve	allocate	appraise	acquire	activate	assess	adapt	advise
acquire	approve	approve	activate	affect	author	assist	amend
amplify	arrange	arbitrate	adapt	anticipate	broaden	attract	anticipate
arrange	augment	assess	amend	attain	budget	balance	assume
assemble	award	audit	anticipate	automate	calculate	co-author	attract
attain	balance	augment	arbitrate	broaden	collect	collaborate	author
augment	broaden	authorize	authorize	buy	compile	contribute	authorize
author	budget	award	automate	change	compose	counsel	budget
automate	capture	budget	award	collect	conceptualize	cultivate	calculate
broaden	chart	calculate	balance	conceptualize	construct	decentralize	challenge
build	collect	challenge	budget	control	design	demonstrate	clarify
compose	combine	clarify	control	convert	devise	direct	co-author
conceive	compile	compose	counsel	design	discover	encourage	collaborate
conceptualize	compose	compute	delegate	devise	draft	motivate	conceptualize
construct	condense	conclude	demonstrate	draft	estimate	negotiate	contact
contribute	consolidate	define	direct	elect	evaluate	nurture	contribute
cultivate	construct	determine	draft	engineer	forecast	operate	decentralize
design	convert	eliminate	effect	establish	find	perform	delegate
develop	correct	estimate	elect	expose	gather	reconcile	encourage
devise	decentralize	evaluate	encourage	facilitate	generate	relate	explain
diagram	determine	examine	engineer	form	identify	re-negotiate	expose
document	diagram	forecast	exceed	formulate	insure	schedule	earn
draft	distribute	formalize	explain	gather	instill	serve	illuminate
engineer	document	identify	facilitate	identify	investigate	service	inform
establish	elect	illuminate	govern	illuminate	locate	strengthen	instruct
facilitate	eliminate	inspect	guide	implement	modify	support	interpret
form	engineer	interpret	handle	improvise	plan		interview
formalize	extract	interview	hire	innovate	prevent		motivate
formulate	formalize	investigate	implement	inspire	program		negotiate
generate	frame	isolate	improve	instigate	research		offer
improve	gather	perceive	inaugurate	instill	review		present
increase	isolate	pinpoint	increase	institute	schedule		propose
innovate	localize	prevent	innovate	introduce	streamline		prove
invent	manage	program	inspire	invent	study		publish
launch	modernize	regulate	instigate	launch			recommend
obtain	plan	reorganize	instruct	obtain			re-negotiate
record	program	revamp	institute	originate			report
restore	record	review	issue	pioneer			sell
shape	reduce	revise	manage	preside			suggest
specify	refine	simplify	motivate	promote			summarize
stage	regulate	specify	negotiate	propose			teach
structure	reorganize	standardize	nurture	regain			translate
	replace	survey	operate	stimulate			write
	restructure	test	orient				
	shape	trace	perform				
	stage		pioneer				
	streamline		present				
	structure		preside				
	systematize		program				
	tighten		prompt				
			reconcile				
			recruit				
			rectify				
			reduce				
			re-negotiate				
			represent				
			schedule				
			settle				
			solve				
			strengthen				
			supervise				
			support				
			teach				
			train				

# Tisch Office of Career Development

## Résumé Dos and Don'ts

Developed by Erin Carlisle

### **DO...**

- Proofread your resume for clarity, grammar, and spelling.
- Keep your resume length to one page. Two-page resumes are appropriate if you have a great deal of experience. General rule of thumb is that if you're in school, stick to one-page.
- Use reverse chronological order (most recent, to oldest).
- Keep a master list of all activities and jobs you've done, along with their dates. As you're drafting your resume, use this list to pull corresponding information so your resume's tailored to each individual opportunity that you're applying for.
- Be concise and omit pronouns ("I did this when I was there" vs. "Did this").
- Keep skills and interests relevant to the position for which you are applying.
- Ensure that each position you've listed includes keywords that are listed in the position description.
- Read your resume out loud (even if it sounds silly).
- Rank your description order by relevant importance to the job description.

### **DON'T...**

- Write in first-person.
- Be vague. You wouldn't want to abbreviate an organizational name. For example, if someone says "BMI" it could mean body mass index, or it could be a music publishing agency. Simply put: be aware of your abbreviations. If you're going to use them, spell them out the first time and include the abbreviation, e.g. "New York Musical Theatre Festival (NYMF)."
- Go any smaller than 10 pt font.
- Use **more than two** fonts.
- Have your margins go narrower than half an inch all around.
- Include a photo for work resumes.
- List the actual date on the resume 4/17/2012. Use April 2012 or 04/12.
- Include the email of your current workplace (your school email is okay).
- Be creative in phrasing ("My Related Job Skills Matching Your Needs").
- Include positions or activities just to fill in empty space.
- Lie or exaggerate your experience!

# Tisch Office of Career Development

Resume FAQ's  
Developed by Erin Carlisle

## ***Should I include high school information on my resume if I am a freshman?***

Absolutely! If you've been involved in any organizations in high school you should include them because it displays your leadership skills and interests.

## ***Should I include my GPA?***

Generally speaking, if you have over a 3.5 GPA you should include it. Remember to list if it is a weighted GPA and also if you'd like to separate GPA by your program you may do so.

## ***Should I have just one resume that I update, or do I have multiple resumes?***

This answer depends on what you are applying for. You'll want to tailor your resume specifically to the position, so that means keeping track of your entire experiences regardless if you think they are relevant to your current interests and goals.

## ***How can I create a resume from scratch?***

Begin by making a list of all activities you've done throughout your life, then adding dates to the experiences. Write descriptions for each of the positions you've held, then categorize them by most recent to least recent.

## ***Are premade templates a good idea to use?***

The main problem with using premade templates is that they are easy to create, but hard to edit. If you like the way a resume looks, open a second document and model your resume after the first resume's aesthetics.

## ***How long should my resume be?***

One-page resumes are preferable for most fields, especially in the arts. Two-page resumes are appropriate if you have a great deal of relevant experience but generally aren't appropriate for current undergrads or someone who's graduated from a BFA/BA program within the last two years. If you include two pages, make sure your name is at the top of the second page.

## ***Should I include my career objective on my resume?***

Including an objective is an optional feature for resumes. If you are asked to submit a cover letter an objective on your resume may be redundant.

## ***How should my jobs be listed under the Experience section?***

You should list your positions in reverse-chronological order: most recent to least recent. Within each position description, remember to include the most relevant or important task as the first bullet/ first sentence within the description.

## ***Should the Experience section be further broken down into subsections?***

In certain circumstances, you can further divide your experiences in categories; however, this can also be distracting to the employer reading your resume if you only have one position under each category.

## ***What if I have no paid experience?***

Even if you worked unpaid for a position, but contributed a substantial amount of hours toward that organization, you can list it under the Experience section.

***Should I list Hobbies and Interests?***

This can be an optional section, depending on if you need to make more space for related experience. Additionally, your hobbies and interests should always reflect an aspect of relevancy to the position for which you are applying.

***Should I list references on my resume?***

This is optional. If you're including references, it should be on a separate document.

***Who should I list as references on my resume?***

References should be past employers, current or past professors or volunteer coordinators if you don't have paid past experience.

***Where can I find good examples of resumes?***

By logging into Tisch College Central, you can see electronic copies of resume examples. Paper copies are also available by stopping into the Tisch Office of Career Development.

***How narrow can my margins be if I have a lot of information for one-page?***

Margins should not go narrower than .5 inches on each side. There are alternate ways of including the information using different formatting options and changing the font size.

***What is the smallest size font I can include?***

The smallest size font you should use is 10 pt font. If you go any smaller, it becomes too difficult for the employer to read.

***Should I list coursework or projects I've completed in my major?***

List courses – even if outside of your major – that are relevant to the position for which you are applying. Focus on the electives and upper-level courses that will help you stand apart from the other candidates.

Don't include a photo unless this is a performer/actor resume!

THIS RESUME IS A DISASTER - REVIEW THE NOTES BELOW TO SEE WHY!



# CHAD "DISASTER" TISCH

726 Broadway - NYC

- 2129981916

sexigenius1990@gmail.com

Don't use unprofessional email addresses

Avoid using "I" statements

Watch out for typos!

## EXPERIENCE

Library Assistant to Mr. Steven Sater - LA, California - 10/31/2014- present

- Took care of scheduling his appointments and meetings
- Filed important documents and wrote letters, etc

Use consistent formatting - all the other states listed on this resume are abbreviated

Assistant, Suzanne DeLaurentiis Productions LA, CA 2013

- Answered phones and edited letters
- I learned how to interact with outside vendors
- I oversaw ticket counter

Where's the employer's name?

Use consistent font style - this year shouldn't be in bold

Camp Counselor WY 2010

- watched kids during the day camp
- did arts and crfts with the kids
- chaperoned the kids on trips without their parents

Don't use casual language

Seasons should be capitalized

Sears, Monmouth, NJ summer 2012

- Sold clothes in mens department
- Used cash register
- Tidied up dressing rooms

Regional Publicity Intern: The Weinstein Company - NYC fall 2012

- took minutes and edited letters
- made copies of press packts for releases and premiers of movies
- scheduled meetings for people

## EDUCATION

NYU Tisch, May 2014

bachelors degree

Major: dramatic Writing w/ a minor in Politics

Don't abbreviate "with"

Keep alignment consistent - this section shouldn't be centered if the previous section is left-aligned

## ACTIVITIES AND HOBBIES

NYU Club Water Polo Team, 4 years

## SKILLS

Skills: Answering phones, driving, Knitting, Baking, Detail-oriented. Friendly.

References available upon request

Degrees and majors should be capitalized

Why is this date in italics?

## INDUSTRY EXPERIENCE

### PRODUCTION COORDINATOR, HSI PRODUCTIONS

NEW YORK, NY APRIL 2012 – AUGUST 2013

- Supported H.S.I Executive Producers, as well as Bidding Producers throughout the bidding process, pre-production and production of commercials and music videos.
- Assessed agency scripts/story boards to determine the personnel, technical and financial requirements of a job, and feasibility of director's vision based on agency parameters.
- Researched and booked locations, equipment, crew, travel and scheduling.
- Managed accounting and expense justification for NY office, including Purchase Orders, Petty Cash and Amex.
- Assisted over thirty directors, as well as their freelance crews internationally.

### PRODUCTION ASSISTANT, DAMAGES

NEW YORK, NY January – April 2012

- Assisted office and set crew during pre-production and filming of early episodes.
- Made runs, tracked PO's, assisted with travel and housing for talent and crew.
- Provided administrative support for staff of all levels.

### OFFICE MANAGER, F&T PHOTO

NEW YORK, NY JANUARY – OCTOBER 2011

- Aided staffing and accounting for international still photography shoots.
- Standard office management duties included inventory, supplies, and phones

### STAGE MANAGER, NYU TEN-MINUTE FESTIVAL

NEW YORK, NY SPRING 2010

- Stage-managed three student productions simultaneously for professional directors.
- Scheduled and ran auditions and rehearsals within Equity requirements.
- Completed stage and prop designs and ran lighting and sound during productions.

### INTERN, HARDEN CURTIS TALENT AGENCY

NEW YORK, NY SUMMER 2009

- Worked with agents to evaluate and support talent; wrote bios, provided script coverage, scheduled and attended auditions as well as administrative duties.

## EDUCATION

### NEW YORK UNIVERSITY, TISCH SCHOOL OF THE ARTS

BACHELOR OF FINE ARTS MAY 2011

REVERSE CHRONOLOGICAL

# Allison Tisch

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726 Broadway, NY 10003 (212) 998-1916 [ali.tisch@nyu.edu](mailto:ali.tisch@nyu.edu)

## EXPERIENCE

Freelance Artist, Video and Digital Media, Various Clients, New York, NY 2009-present

- Creation of interactive video installations for music venues, clubs, galleries, bands, and other clients
- Two-year Artist in Residence at Brooklyn College in the graduate program of Performance and Interactive Media Arts (2014-5), and The Experimental Television Center (Spring 2015)
- Additional experience in shooting, editing, and technical installation for various clients

Director, Media and Communications, Ballibay for the Fine and Performing Arts, New York, NY/Camptown, PA 2014-2015

- Strategized actions to increase enrollment, revitalize the business, and improve programs
- Directed and managed media for SEO-focused advertising campaign; shot and edited promotional videos
- Represented Ballibay at fairs in US and abroad
- Supported President in day-to-day operations, calendar and email management, travel planning, general administration

Development Manager, Gaining Ground: Victoria, New York, NY 2014

- Worked with the Center for Urban Innovation in British Columbia in seeking sponsorship for the sustainable development conference, *Gaining Ground* (May 22-24, 2014)
- Researched potential corporate sponsors, maintained effective communication with all leads, created written materials
- Developed familiarity with current issues in sustainable development

Executive and Administrative Assistant, Glocap Search, New York, NY. 2013

- Temporary assignments at premier investment companies including *Barclays Capital* and *Atticus Capital*
- Oversaw digital archive projects, provided HR support, assisted multiple executives

Office Manager, Pressure Point Films, The Hip Hop Project, New York, NY 2013

- Manager of production office for documentary feature film (executive producers Queen Latifah and Bruce Willis)
- Assisted in coordination of national marketing campaign, managed all aspects of travel for principals on promotional tours, maintained expense report systems, oversaw day-to-day office operations, provided administrative support

Real Estate Agent, Heim Real Estate/ Real Renters, Brooklyn and New York, NY 2010-2012

- Independent Contractor in commercial real estate in Williamsburg, Brooklyn area
- Received performance-based bonus and senior-status raises; requested as the exclusive agent for many properties

Volunteer Programs Coordinator, The Carter Burden Center for the Aging, New York, NY 2009-2010

- Supervised *Cultural Connections* event series in partnership with AARP, Lincoln Center, and local museums
- Supervised and recruited hundreds of volunteers for various service programs

## EDUCATION

**New York University**, New York, NY 2009

- Master of Arts in Performance Studies, Tisch School of the Arts. (*Key Scholarship recipient*)

**Northwestern University**, Evanston, IL 2007

- Bachelor of Science in Theatre, School of Speech. Minor in English

## SKILLS

- Proficient in Mac and PC platforms
- Software: Final Cut Pro, Real-time video applications (VDMX, Modul8), DVD Studio Pro, After Effects, Photoshop, Motion, Microsoft Office Suite, Zoho CRM
- Video shooting and editing; a/v equipment and installation knowledge

# THOMAS TISCH

726 Broadway  
New York, NY 10003  
  
tel 212.998.1916  
email tisch.career@nyu.edu

## PROFILE:

Aspiring creative cinematographer with a solid background in camera operations and lighting design.

Familiar with numerous motion picture cameras including the CP16, Aaton, Bolex 16, Arri SR 1&2, Arri S, and Arri 35 BL. Proficient in film editing and still photography.

## EXPERIENCE:

### **Assistant Cameraman/Grip/Gaffer, Film Friends** 2012

- Calculated light reading, maintained camera reports, prepared camera set-ups, assisted steady-cam operator, loaded and unloaded magazines, changed lenses, and cleaned gates.
- Projects included *Scooters*, a feature film, and *I'm the One You Want*, a rock music video.

### **Assistant Cameraman, New York Stories, Inc.** 2012

- Cameraman for a video documentary released in London.

### **Field Assistant, Skye Productions** 2011

- Assisted with camera set-ups for sporting events and music videos.
- Gained experience with ENG/EFP cameras, remote operations, and jib arm services.

### **Second Unit Cameraman, Hadean Productions** 2011

- Shot a music video, "Bardos," in Beta and High 8.

## SELECTED STUDENT FILMS:

### **Director of Photography, *Follies* (narrative)** 2011

- Selected for screening at the New York University Film Festival.

### **Director, Producer, Writer, *Duet with A Spirit* and *Caffe Merengue*** 2011

- Both films were selected for screening at the New York University Sight and Sound Showcase.

## ADDITIONAL WORK EXPERIENCE:

**Waiter, Apple Restaurant and Time Café** 2011 - Present

**Foreman, Transworld Airlines** 2006 - 2008

Trained and supervised a crew of 15. Managed loading of aircraft cargo.

## EDUCATION:

**Tisch School of the Arts, New York University** 2012

- BFA in Film and Television Production (Awarded Full Scholarship)

FILM & TV MAJOR:  
INCLUDES PROFILE

**Jean-Paul Tisch**  
721 Broadway, New York, NY 10003  
Tel: 212-998-1916  
Email: tisch.career@nyu.edu

## **OBJECTIVE**

To effectively utilize my theater management and office administration experience in a position in HR Management.

## **MANAGEMENT**

**Assistant Production Manager, Playwrights Horizons Theater School, New York, NY  
2013 - 2014**

- Supervised weekly load-in and strike of directing projects; Trained stage managers and crew in use of facility and equipment
- Provided directors with production guidelines; Oversaw scheduling of rehearsals and performances

**Stage Manager, Avant Garde Playhouse, New York, NY  
August 2012 - December 2012**

- Supervised cast and crew of five productions; Scheduled production meetings and rehearsals

**House Manager, Playwrights Horizons Theater School, New York, NY  
2005 - 2006**

- Supervised box office staff; Coordinated front-of-house operations; Redesigned box office hotline and reservations system

## **ADMINISTRATION**

**Office Assistant, NYU Department of Occupational Therapy, New York, NY  
2013 - 2015**

- Informed students regarding programs; Organized and maintained files; Oversaw departmental mailings

**Production Services Assistant, Triangle Studios, Brooklyn, NY  
June 2012 - August 2012**

- Assisted Vice President and Executive Producer with administration

## **EDUCATION**

**New York University, New York, NY, B.F.A., Drama, 2013 – Minor: Pre-Business**

National Merit Scholar, NYU Trustee and University Scholar, Dean's List

Related Courses: Behavior in Organizations, Macroeconomics, Theory of Personality

## **SKILLS**

Excel, Word, PowerPoint, Photoshop, FileMaker Pro

FUNCTIONAL/ COMBINATION
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**EXPERIENCE****Academic Advisor, Advising Center, New York University, College of Arts & Science  
New York, NY — 2010-2011***Advisement*

- Re-evaluate transfer credit for student transcripts
- Tracked 60 freshmen, guiding students through core curriculum, the Morse Academic Plan
- Provided advisement to students on issues related to College and University policies and procedures, study abroad, joint degree programs, and other academic matters, including career planning

*Leadership*

- Gave presentations/lectures on degree requirements to large groups
- Led freshman and transfer orientation groups

**Graduate Assistant to the Dean, Academic Standards, New York University, College of Arts & Science****New York, NY — 2009-2010***Program Development*

- Developed enrollment plan for Speaking Freely, NYU's new language initiative
- Created tools to market University study abroad programs, including flyers, brochures, and presentations

*Research*

- Researched student petitions regarding College academic policies
- Conducted probation interviews

**Special Projects Assistant, Kevorkian Center for Near Eastern Studies, New York University  
New York, NY — 2003 - 2006***Grant Writing*

- Performed extensive literature review regarding Title VI grant.
- Collaborated with Director in writing Department of Education Title VI grant, resulting in Center's rating as first among Middle East resource centers in the United States

*Administrative*

- Translated documents from Arabic to English
- Performed office duties including copying, faxing, and reception

**EDUCATION****New York University**, Steinhardt School of Education, Master of Arts, Higher Education, May 2011**New York University**, College of Arts & Science, Bachelor of Arts, Art History, with Honors, May 2007**SKILLS**

Microsoft Word, Excel, PowerPoint, Fluent in Mandarin and Arabic

**ACTIVITIES**

LGBT Student; Volunteer, Gay Men's Health Crisis; Patient Escort, Planned Parenthood

Lindsay  
Tisch

721 Broadway  
New York, NY 10003

PHONE  
212.998.1916

EMAIL  
tisch.career@nyu.edu

## Industry Experience

### **Production Intern, Comedy Central, "Broad City"**

**Fall 2014**

Assisted with production scheduling, show, research, script revision process, script distribution, and general office work.

### **Development Intern, MTV Animation**

**Spring 2013**

Reviewed and evaluated script submission, pitches and samples.

Maintained development files and tape archives. Provided graphic design assistance and general office support.

### **Script Intern, "Watch What Happens Live"**

**2012-2013**

Assisted with script revision process and tape dubbings. Helped coordinate writer's meetings and script distribution for live show tapings.

### **Production Intern, "Inside Amy Schumer"**

**Summer 2012**

Assisted with pre-production research and production budgeting. Provided administrative support for associate producers and staff.

### **Production Intern, "Elementary"**

**Spring 2012**

Proofread scripts. Learned various parts of production, working on live, taped and remote telecasts and studio production.

### **Clerk, Shetty Ophthalmology**

**Summer 2011**

Assisted with filing, answering phones, and computer database input.

**FOCUS ON  
INTERNSHIP  
EXPERIENCE**

## Education

### **New York University, Tisch School of the Arts**

**December 2014**

Bachelor of Fine Arts in Film & Television  
GPA 3.69, Dean's List

### **Boston University, College of Communication**

**September 2010-December 2011**

Studies in liberal arts.

### **Boston University, Summer Program,**

**July 2010-August 2010**

Institute of TV Radio and Film, Studies in television, radio and film production.

## Skills

Extensive knowledge of PC applications including word-processing (Microsoft Word), Director 7, Excel, Avid Express and internet researching programs. Typing speed: 56 words per minute. Valid Driver's License and CPR certified.

## SARAH TISCH

TISCHCAREER@NYU.EDU (212) 998-1916  
712 BROADWAY, NEW YORK, NY 10003

**OBJECTIVE** A position in photography utilizing my outstanding production and creative skills to improve a company's services and profitability.

**EXPERIENCE** **PHOTOGRAPHER/ASSISTANT**  
*Various, New York, NY* 2011-2014

- Worked on a variety of location and studio assignments, developed curriculum, and instructed photography classes. Produced superior photo work in a number of venues:
- Articles in **National Stamp Collector Magazine**.
- Photographs for portfolio reproductions and theatrical head shots at **Goddard College**.
- Photo essay for **Jake's Fisheries**: "A Day Offshore".
- Interpreted layouts, designed and constructed sets for complete on-figure fashion shoots.
- Highly skilled at laying out and shooting hard-line advertising.

**PHOTOGRAPHER'S ASSISTANT**

- **Frank Zanna**, still life, Hubbel Pen, Dom Champagne. 2014-Present
- **Jack Camp**, still life, Merry Maids. 2013-Present
- **Les Meyers**, Location editorial, Goddard College. 2012-2013

**EDUCATION** **NEW YORK UNIVERSITY**  
*New York, NY*  
*Tisch School of the Arts. Bachelor of Fine Arts in Photography & Imaging* 2014

**ACCOMPLISHMENTS**

- Location photography of Men's Swim Team for U.S. Olympic Committee, 2014.
- Hard line advertising/marketing brochures/corporate portraits, Kenderson Industries, Burlington, VT, 2013.
- Promotional photography for ballet recital, University of Vermont, 2012.

# Tabitha Tisch

726 Broadway  
New York, NY 10003

Cell: (555) 555-5555  
Tabitha.Tisch@nyu.edu

## EDUCATION

**New York University**, New York, NY, Class of 2018  
Tisch School of the Arts, BFA Drama, New Studio on Broadway  
College of Arts & Sciences, BA English Literature  
Overall GPA: 3.58

NO PREVIOUS  
INTERNSHIP EXPERIENCE

**Center Grove High School**, Greenwood, IN, Graduated June 2014  
4.2 weighted GPA, Highest Honors Drama, English, French

## SELECTED ADMINISTRATIVE EXPERIENCE

**Head of Inter-Organizational Committee**, Center Grove High School, 2013-2014

- Managed activities across over 30 sports and clubs at school, scheduled and approved all fundraisers
- Chaired monthly club meetings to coordinate future events

**Diversity Week Coordinator**, Center Grove High School, 2013-2014

- Auditioned, scheduled, and orchestrated school assembly with 12 performing groups for student body
- Contacted, scheduled and managed budget for over 10 restaurants brought to campus for a school day

**President of Performing Arts Club**, Center Grove High School, 2010-2014

- Produced and participated in Annual Talent Show, featuring 25 acts
- Organized and managed monthly movie night fundraisers

**President of Gay-Straight Alliance Club**, Center Grove High School, 2011-2014

- Coordinated, orchestrated and participated in Day of Silence—a vow of silence for one school day reflecting the silence of anti-LGBTQ bullying in schools
- Managed PR and fundraising

**Girls State Representative**, University of Indianapolis, June-July 2013

- Held Mock State Government positions of Music Commissioner, Senator, Majority Leader in Senate
- Composed the bill “Civil Partnership Act of 2014,” one of only two bills passed out of 500 applicants

**Class President**, Center Grove High School, 2010-2012

- Implemented fundraisers, organized school-wide dances, managed budget
- Organized and emcee'd school rallies, assisted with merchandise at major school sports events

**School Spirit Play Coordinator**, Center Grove High School, 2010-2014

- *School Spirit*: a choreographed one-act play with music, performed for student body of 2100
- Wrote script for, directed, choreographed, performed in, and managed weekly rehearsals

## SELECTED HONORS AND AWARDS

### Sparkle Bright Graduating Senior Scholarship

- Made significant contributions to the Sparkle Bright Community Theatre organization and wrote personal essay about the merits of youth theater
- Performed in productions, multiple school and ASL-interpreted performances

## SKILLS

### Computers

- Proficient in Microsoft Word, Excel, and Powerpoint; Active in social media

### Languages

- Proficient in Italian; Basic American Sign Language

# Chad Tisch

726 Broadway • New York, NY • (212) 998-1916

Email: [tisch.career@nyu.edu](mailto:tisch.career@nyu.edu)

## EXPERIENCE

- TEMPORARY ASSISTANT TO MR. STEVEN SATER**— Los Angeles, CA 2012-*Present*
- Maintained schedule, including travel arrangements, and handled calls.
  - Supervised Mr. Sater's West Coast affairs while he was away on a two-week workshop on the East Coast.
  - Purchased new computer for office and transferred all files and settings onto new machine.
- ASSISTANT: SUZANNE DELAURENTIIS PRODUCTIONS**— Los Angeles, CA 2012
- Maintain files and databases, provide script coverage, and answer phones.
  - Contact and organize vendors, locations, and crew as well as maintain investor relations and vision.
  - Developed and published press releases for company and the Cinema City International Film Festival
- AWARDS SHOW DIRECTOR: CINEMA CITY INTERNATIONAL FILM FESTIVAL**— Los Angeles, CA Fall 2012
- Wrote, directed, and produced Black Tie Gala and Awards Ceremony
  - Maintained seating chart and contact lists as well as supervised ticket sales and reservations.
  - Contacted and contracted vendors, donors, sponsors, and crew (DJ, Lighting, Catering, ext.)
- SHORT FORM PRODUCTION INTERN: MTV NETWORKS/ VIACOM** — New York, NY Fall 2011
- Provided production assistance on set for Comedy Central promotional advertising
- REGIONAL PUBLICITY INTERN: THE WEINSTEIN COMPANY** — New York, NY 2010-2011
- Prepared company wide publicity summaries for all TWC films released theatrically
  - Prepared press packets for up coming TWC premiers and releases.
- THEATER MANAGER: TRIBECA FILM FESTIVAL** — New York, NY 2009-2011
- Acted as liaison between film makers, projection booth operators, and festival site managers
  - Supervised site volunteers

## SELECTED PRODUCTION CREDITS

- UNIT PRODUCTION MANAGER: ONSET FILMS** — Los Angeles, CA 2012-*Present*
- Managed Unit Production for short film "Gone"
- PRODUCER** — New York, NY 2008-*Present*
- Produced *Willie* for director Rob Chapman and *A Fight* for director Gleb Sorkin

## AWARDS AND HONORS

- UNDERGRADUATE AWARD FOR EXCELLENCE IN TELEVISION WRITING**— TISCH SCHOOL OF THE ARTS
- TISCH SCHOOL OF THE ARTS DRAMATIC WRITING SCHOLARSHIP**— NEW YORK UNIVERSITY

## EDUCATION

- NEW YORK UNIVERSITY, TISCH SCHOOL OF THE ARTS:** New York, NY May 2012
- Bachelor of Fine Arts
- Major:* Dramatic Writing with a Minor in Politics **GPA: 3.61/4.0**
- SOCIAL JUSTICE TRAINING INSTITUTE: The Student Experience** May 2011

## EXTRACURRICULAR ACTIVITIES

- NYU CLUB WATER POLO TEAM** 2008- 2012
- Team Captain of 2011 team, Second Place at Division 3 Club National Championship

## SKILLS

**SKILLS:** Final Cut, Avid, Final Draft, EP Scheduling, Word, Excel, PowerPoint, Access, Entourage, Keynote, File Maker Pro, Access, Answering phones, Driving, Black Berry and iPhone mobile devices.

REFERENCES AVAILABLE ON REQUEST

# GUY TISCH

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## FILM & VIDEO EDITOR EXPERIENCE

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RUDER FINN INC., New York, NY

Dec. 2008 – Present

Senior Staff Video Editor; Freelance Editor since Apr. 2014

### Editor/Animator

- Commercials, Corporate Industrials, & Highlight Reels for clients that include: Novartis Pharmaceuticals, Kellogg & Co., Embassy Suites, Jamaica Tourist Board, Perdue, Sony, Kohn Pederson Fox, James Beard Awards, Beringer Wines, & Others

BLUEBEARD PRODUCTIONS, New York, NY

2002 – Dec. 2008

Owner/Operator

### Editor/Animator

- HSMIA Awards – Marketing Awards (2005, 06, & 07) Vistacom Productions
- Screamingreel.com – Streaming Web Videos (2005, 06, & 07) Screaming Reel
- Broadcasting/Cable Hall of Fame – Tribute (2005) Vistacom Productions
- Penske Trucks - Industrial Video (2005) Vistacom Productions
- Lucent - Leaders' Counsel Corporate Videos (2005) Vistacom Production

### Editor

- "Born in Buenos Aires" (2007) Documentary Feature
- "Mama, Your Legs" (2005) Documentary Short
- "Ann & Bill" (2004) Documentary Short

### Producer/Co-Editor

- "One Too Many Mornings" (2005) NYU Short Film
- "Kids Island" (2002) NYU Experimental Short Film

### Co-Editor

- "Parvo" (2004) Documentary Feature

### Filmmaker

- "30 Minutes or Less" (2002) NYU Thesis Film
- "Girls are Scary" (2000) NYU Short Film

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## FREELANCE PROJECTS

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### Editor/Animator

Lumina Films Burlington Coat Factory, Philips Lighting, D'Arcy Advertising, Proctor & Gamble, NY State Board of Ed., Celera Genomics  
IKA Media/Spot Shop Manhattan Model Search, Motown Records, Lucille Roberts, HIP Healthcare, Scholastic Books, Willey Publishers, Pantone

### Editor

Dogmatic Pepsi Corporate Video  
McKinsey & Co. In-house Corporate Videos  
Registered Films Lincoln Center

### Associate Editor

New York Times TV "Code Blue" TV Series  
Granada Entertainment "House Of Dreams" TV Series

### Editor/Instructor

PGI In-house Corporate Videos and Media 100 Training

### Video Assist

Closed Door Productions "The Naked Ape" Independent Feature Film

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## TECHNICAL SKILLS

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### Software

*Advanced Knowledge of:* Final Cut Pro (Apple Certified Trainer), Avid Media Composer, DVD Studio Pro, Adobe After Effects, Adobe Photoshop, Video encoding including Compressor & Cleaner, QuickTime Pro, LiveType, Soundtrack  
*Working Knowledge of:* Shake, Nuke, Motion, ProTools, Adobe Illustrator, Microsoft Office

### Hardware

Apple computer maintenance and repair; SD & HD video edit system set-up including capture cards, monitors, mixing boards, and video decks; Macintosh & Windows OS

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## AWARDS

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Recipient of four "Telly" Awards, two "Creativity" Awards, and one "Big Apple" Award

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## EDUCATION

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BFA, Film & Television, New York University, Tisch School of the Arts (2002)

# BRIAN TISCH

1111 Broadway New York, NY 10001  
Tel: 212-555-5555 Email: dt212@nyu.edu

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## SUMMARY OF QUALIFICATIONS:

- Ten years of successful experience as dance studio owner, manager, and instructor.
- Instruction – jazz, ballet, tap, modern and creative dance.
- Planning, coordination, and management of numerous show productions including lighting, staging and sound.
- Travel and function planning.

## SKILLS:

### *Management/Production*

- Successfully plan, organize and manage studio specializing in on-stage dance (jazz, ballet, tap, modern and creative dance).
- Hire, schedule and supervise staff of instructors, receptionist and support personnel working with a student base of 75 to 150.
- Plan, direct, produce, and choreograph show. Coordinate and manage all phases of publicity, press releases, advertising, artwork and mechanicals for program reproduction.
- Design stage sets, hire and manage stage hands; plan, coordinate, and direct lighting, staging and sound work administered by stage hands for these productions.
- Select, order and distribute costumes; arrange for ticketing and other needs to establish high visibility and audience appeal.

### *Dance*

- Choreograph and assist director for show at **The Presidential Hotel**.
- Work professionally at the **Brevard, Robinson, Main House, Rutherford, Bluegrass, Oglethorpe**, and other internationally recognized resort hotels.
- Was lead dancer with the **Mitchell Company** for several years.

### *Theatre/Drama*

- Appeared in numerous theatre productions with professionals from New York Stage and Broadway during six to eight-week engagements.

## PROFESSIONAL EXPERIENCE:

- |                                                          |             |
|----------------------------------------------------------|-------------|
| • <b>Nashville On-Stage Dance Studio</b> , Nashville, TN | 2012-2014   |
| • <b>The Presidential Hotel</b> , Nashville, TN          | 2014-2015   |
| • <b>The Nashville Theatre</b> , Nashville, TN           | Summer 2012 |

## HONORS AND AWARDS:

- Recipient of the Brooklyn Arts Council 2015 Grant
- Selected to participate in international 2012 Dance Convention in Geneva

## EDUCATION:

**New York University, Tisch School of the Arts**, New York, NY  
Bachelor of Fine Arts in Dance and Choreography, with Minor in Drama 2012

## ADDITIONAL

Fluent in Spanish, conversational in Japanese  
Completed film production coursework; Proficient with editing software, including Final Cut and Avid

*References and demo reel of performances available upon request.*

# Kara Tisch

Tisch.Career@nyu.edu

www.tisch.nyu.edu

212.998.1916

## Costume Design

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### Theatre Design

The Who's Tommy  
The Trouble with Doug  
A Midsummer Night's Dream  
The Wizard of Oz  
The Music Man  
Saint Joan  
Stretch, a fantasia  
A Muse in Love  
Seussical the Musical  
Bye Bye Birdie  
Office Sonata  
The Life of... Pasolini  
The World Goes Round  
Our Country's Good  
Seussical the Musical  
The Waiting Room

### Director

Kent Gash  
Larry Arancino  
Davis McCallum  
Michael Hartman  
Melody Libonati  
Tea Alagic  
Emma Griffin  
Allegra Libonati  
Michael Hartman  
Michael Hartman  
Jason Zimler  
Elizabeth Williamson  
Michael Hartman  
Norm Johnson  
Susannah Berryman  
Krista Scott

### Producer

New York University  
Cap 21 Studios  
New York University  
The Ocean City Theatre Company  
The Summer Theatre of New Canaan  
New York University  
Ice Factory, New Georges Theatre  
The Summer Theatre of New Canaan  
The Ocean City Theatre Company  
The Ocean City Theatre Company  
The Impetuous Theatre Group  
The Act French Theatre Festival  
The Ocean City Theatre Company  
Ithaca College  
Ithaca College  
Ithaca College

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### Film Design

With You, Without You  
Jack  
Esquinero  
The Roe Effect

### Director

Kiel Scott  
Kai Orion  
Dominique Deleon  
Kiel Scott

### Producer

NYU Graduate Film Dept  
NYU Graduate Film Dept  
NYU Graduate Film Dept  
NYU Graduate Film Dept

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### Assistant Design

Memphis  
American Idiot  
The Butcher of Baraboo  
Pericles  
A Midsummer Night's Dream  
New Dances

### Designer

Paul Tazewell  
Andrea Lauer  
Andrea Lauer  
Suttirat Larlarb  
Olivera Gajic  
C.Bailey, C. Field, H. Hynes

### Producer

Shubert Theatre, Broadway  
Berkeley Repertory Theatre  
Second Stage Theatre  
The Juilliard School, drama div  
The Juilliard School, opera div.  
The Juilliard School, dance div.

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### Education:

MFA. Design for Stage and Film. NYU Tisch School of the Arts. Costume Design, 2014  
BFA. Ithaca College, Theatrical Production Arts. Design Concentration, 2010  
Costume Intern. The Juilliard School, 2011  
Costume Intern, The Central School of Ballet, UK, 2009

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### Awards:

Graduate Assistant. Tisch School of the Arts, 2011-2014  
Marvin Sims fellow, Kennedy Center American College Theater Festival, 2011  
1<sup>st</sup> place. SETC Undergraduate Costume Design Competition, 2010.  
Ithaca College theatre honors, 2007-2010

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### References:

Contact info available upon request

Tea Alagic

Director

Suttirat Anne Larlarb

Costume Designer

Susan Hilferty

Costume Designer

*Taylor Tisch*

721 Broadway, New York, NY 10003

Tel: 212-998-1916

Email: tisch.career@nyu.edu

**PROFILE**

- Experienced in educational, cultural and business programming.
- Energetic team player, thrives under tight deadlines; imparts vision and enthusiasm to all projects.

**EXPERIENCE**

*Associate Producer, Multimedia Programs, Office.com, New York, NY* *2012-Present*

- Manage pre to post-production process for "Passion to Profits", a successful business profile segment aired weekly on CBS News.
- Researched story ideas and helped pitch to CBS for approval, conduct preliminary interview of business leaders and spokespeople.
- Coordinate shoot logistics, hire crew and make travel arrangements.
- Direct camera crews on shoot locations.
- Supervise video edits and make script revisions.
- Involved in the initial development of "On the Air" web page. Assisted in spec design of multimedia modules.

*Production Coordinator, Here-Multimedia Arts Center, New York NY* *2011-2012*

- Conceived, developed, and launched new multimedia performance space.
- Managed program planning. Directed staged readings and edited dramatic scripts. Researched and managed pre-production for plays and videos.

*Production Assistant, The Playwright's Collective, New York, NY* *2010-2011*

- Coordinated production process for off-Broadway plays such as "Red Door" and "Moonlight In a River."
- Developed story ideas for original dramatic works.
- Wrote press releases and planned media events.

*Director of Theatre Department, Headstart Program, Yonkers, NY* *2007-2009*

- Directed student musical productions.
- Wrote lesson plans and taught drama and set design to pre-teens.

**EDUCATION**

New York University, Tisch School of the Arts, M.A. Performance Studies, 2012

- Assistant Editor: "Women and Performance" quarterly journal.
- Completed Internships at Lumiere and P.O.V.

Sarah Lawrence College, Yonkers, NY, B.A., Liberal Arts, 2006

**Jonah Tisch**

123 Sesame Street, Apartment 5  
Brooklyn, NY 10000  
Tel: 212.222.3333  
E-mail: jonahmusic@jonah.org  
www.jonahmusic.org

Education: **NEW YORK UNIVERSITY- TISCH SCHOOL OF THE ARTS** New York, NY  
Bachelor of Fine Arts, Clive Davis Department of Recorded Music May 2013

Experience: **RICOCHEM MANAGEMENT, INC** Wilmington, TX  
2014-Present **Personal Manager**

- Selected six local bands and brought them to national recognition: Top of the Charts, Sights, New York Talk, and Spunk Awards 2014.
- Advised artists on performance and repertoire, resulting in three major label signings.
- Oversaw and coordinated the production, promotion and marketing of 4 major label projects.
- Initiated and devised extraordinary pre-release promotions for a debut album, resulting in immediate college chart movement on release (Kieley and Briody).
- Tour managed three album tours, one regional and the others national, all 20-25% under budget.

2012-2014 **MOONCHILD RECORDS** New York, NY  
**Label Manager**

- Achieved three regionally top 10 selling and charting records, and a top selling single in Europe.
- Devised and oversaw promotion and marketing on limited budgets of \$10,000 to \$15,000.
- Oversaw production, mastering, manufacturing, artwork and distribution.
- Coordinated career development with artists and their management.

2011-2012 **AURAL EROSION RECORDS** Los Angeles, CA  
**Product Manager**

- Effected the release of 3 independent records by 3 local bands: each record reaching top 10 regional sales and radio charts, with each subsequently signed to a major label.

2009-2011 **MUDSLING SONG, INC** Los Angeles, CA  
**Operations Manager/Booking Agent**

- Conceived entirely new club concept: music format, design and marketing strategy. Increased revenues from an average \$100,000 to over \$2 million, and profit on live shows from 52% to 99%.
- Created a showcase club for up-and-coming alternative acts: Crudeness, Drink the Foam, Your Mangy Mother, Corporate Mind Wipe, Clubbed Knee, and Four Evil Extraterrestrials

**INTERESTS:**

- Guitar, conga drums.
- Fluent in French, Swahili, Mandarin Chinese, Esperanto, and Mimi.
- Certified scuba diver, avid rock climber.
- Willing to travel and relocate.

**AWARDS, HONORS, AND PROJECTS**

- Finalist in College Music Contest, 2012
- Awarded Dean’s Fellowship and Departmental Scholarship
- Selected to speak at the Tisch Salute (Tisch School of the Arts Graduation ceremony)

**RECORDED MUSIC  
MAJOR**

## **Sunita A. Tisch**

1977 Costello Lane, Brooklyn, NY 15958  
212-555-5555      sunita.tisch@gmail.com  
www.sunitawork.com

VISUAL ARTIST  
RESUME

### **EDUCATION**

2011 Tisch School of the Arts, New York University, New York, NY  
Bachelor of Fine Arts, Photography & Imaging

### **SOLO EXHIBITIONS**

2012 *Cambodia in Transition*, 301 Gallery, New York, NY  
2012 *Reavers Ahead*, Buckthorn Center for Creative Arts, Buckthorn, VA  
2011 *Artfully*, ASP Gallery, Chicago, IL  
2010 *Sunita A. Merhar*, Kashuk Gallery, Boston, MA

### **GROUP EXHIBITIONS**

2012 *Final Thoughts*, 301 Gallery, New York, NY  
2011 *Show One: Thesis Exhibitions*, Tisch School of the Arts, New York, NY  
2010 Group #9, juried show, The Space Gallery, Boston, MA

### **AWARDS AND HONORS**

2011 Keaton Memorial Award, Outstanding Student in Fine Arts  
New York University, New York, NY  
2010 Billboard Music Student Photojournalism Award – 2<sup>nd</sup> Place, “Dre at the Brooklyn Bowl”

### **RESIDENCIES**

2012 *Artist-in-Residence*, Buckthorn Center for Creative Arts, Buckthorn, VA

### **INTERNSHIPS**

2011 *Photo Department Intern*, Esquire Magazine, New York, NY  
2010 *Intern*, Christine Roth Studios, New York, NY

### **AFFILIATIONS**

2010-present American Travel Photographers League – Associate Member

# Haneefa Tisch

35 Tenth Avenue – Apt. 87, Brooklyn, NY 15958  
212-555-5555 haneefa.tisch@gmail.com  
[www.haneefawork.com](http://www.haneefawork.com)

PHOTO  
RESUME

## EXPERIENCE

**Esquire Magazine**, New York, NY  
*Photo Department Intern*

January 2011 – May 2011

- Assisted with photography research
- Called in products and assisted with prop scouting for photo shoots
- Assisted with organizing digital work flow
- Provided administrative support including copies, faxing, filing, and sending messengers

**Ruckus Magazine**, New York, NY  
*Photographer & Production Manager*

February 2009 – May 2011

- Staff photographer for free bi-monthly student-run hip hop music magazine, covering on- and off-campus live music events including CMJ and NYU Student Jam
- Received Billboard Music Student Photojournalism Award – 2nd Place for “Dre at the Brooklyn Bowl”
- Created layouts and managed publication production

**Christine Roth Studio**, New York, NY  
*Intern*

October 2010 – December 2010

- Assisted with cataloging, organizing, and tracking photo submissions/assignments
- Assisted Wedding Album Design Team in retouching and color correction of images
- Provided administrative support to staff; including mailing and tracking client packages

## SELECTED PHOTOGRAPHY EXHIBITIONS

**Cambodia in Transition**, solo show, 301 Gallery, New York, NY

September 2012

**Final Thoughts**, group show, 301 Gallery, New York, NY

April 2012

**Reavers Ahead**, solo show, Buckthorn Center for Creative Arts, Buckthorn, VA

April 2012

**Group #9**, juried show, The Space Gallery, Boston, MA

December 2010

## EDUCATION

**Tisch School of the Arts, New York University**, New York, NY  
*Bachelor of Fine Arts, Photography & Imaging*

May 2011

- Dean’s List, Keaton Memorial Award - Outstanding Student in Fine Arts

## SKILLS & INTERESTS

- Adobe Creative Suite, Microsoft Office Suite, Final Cut Pro, Filemaker
- Fluent in German, basic proficiency in Italian
- Associate Member - American Travel Photographers League

## Jackson Tisch

726 Broadway, 2<sup>nd</sup> floor, New York, NY 10003 \* 212-998-1916 \* [JacksonTisch@gmail.com](mailto:JacksonTisch@gmail.com)  
[www.jacksontischmusic.com](http://www.jacksontischmusic.com)

### EDUCATION

**Tisch School of the Arts, New York University, New York, NY, MFA in Musical Theatre Writing 2014**

- ❖ William Finn Master Class in lyric writing
- ❖ Story seminar with Winnie Holzman

**SUNY College at Albany, Albany, NY, B.A. in Theatre 2008**

- ❖ English concentration, Dean's List, summa cum laude
- ❖ Guest lecturers/directors from Hangar Theatre Center

### WRITING

**BANGER AND SONS** (full-length musical drama, music/lyrics/co-bookwriter) 2013

- ❖ Production, New York Fringe Festival

**SATCHEL OF CODFISH** (short interactive Elizabethan musical comedy; music/lyrics) 2013

- ❖ Production, Roscoe Arts Festival, Roscoe, NY

**ROOTING** (short musical prequel to *BANGER AND SONS*; book, music, and lyrics) 2012

- ❖ Reading, Lower Fork Festival, Roscoe, NY,

**TIME WILL WHACK YOU IN THE FACE** (additional music and lyrics for short play) 2011

- ❖ Production, Roscoe Arts Festival, Roscoe, NY
  - Best Original Music and Lyrics, 2011 RAF Awards

**CLACKIN'** (NY Premiere; music and lyrics for full-length straight drama) 2010

- ❖ Production, Appetite Factory, Tarrytown, NY

**PECULIAR DELUSION** (short interactive Elizabethan musical comedy; music and lyrics) 2010

- ❖ Production, Roscoe Arts Festival, Roscoe, NY

**WATERSEAL** (full-length musical drama based on *Watership Down*; co-bookwriter/music/lyrics) 2009

- ❖ Production, Margin Productions, New York, NY

**K4** (full-length play with music, co-bookwriter/music/lyrics) 2009

- ❖ Production, Frumpy Productions, Roscoe, NY

### WORK EXPERIENCE

**Foliage Services, Staffing Agency, Temp, Roscoe, NY 2010-2011**

- ❖ File clerk at AWA, Welding & Letterboard law office
- ❖ Corporate messenger for Ultimatum Travel
- ❖ Convention Greeter at St. Ruby Hotel, Harrington Club

**Maestro Merchandise and Essence Theatre Company, New York, NY 2009-2011**

- ❖ Broadway, Off-Broadway, children's theatre merchandise
- ❖ Maintaining storage space at venue
- ❖ Inventory and sales reports

**Stageworks/Applegate, Production Assistant, Applegate, NY 2006**

- ❖ Data entry, filing, organizing storage space

**Professional Actor/Singer 2004-2011**

- ❖ Universal Studios Orlando, Shakespeare Theatre of MD, Aloe Theatre Company, Maryland Renaissance Festival, Roundhouse Theater, Manderly Playhouse, Dragoness Theatre

### SKILLS

Software: Microsoft Office, iWork, Garageband, iMovie, Finale; WPM: 75, Guitar