

First Last

Boston, MA 02115 | email@su.suffolk.edu | [linkedin.com/in/Student_Name](https://www.linkedin.com/in/Student_Name) | 617-XXX-XXXX

Theatre major with minors in Arts Administration and Social Media. Skilled in social media marketing, community outreach, stage management, and sales. Seeking marketing and events positions in theatres.

Education

Suffolk University

Boston, MA

Bachelor of Arts, Theatre

September 2019 – Present

- Dual minors in Arts Administration and Social Media
- 3.6 GPA, Honors Program

Relevant Courses: Playwriting, Introduction to Stage Management, Social Media Marketing, Media Planning, Non-profit Management

Relevant Experience

Suffolk University: Cymbeline

Boston, MA

Stage Manager

September – October 2021

- Facilitated communication across all creative and technical departments for an outdoor theatre production of 30+ cast and crew
- Oversaw sets, props, lights, and sound, ensuring that equipment was cared for properly and worked during shows
- Called all technical cues, managing seamless transitions during performances

International Festival of Arts & Ideas

Boston, MA

Marketing Intern

May 2021 - August 2021

- Implemented sales strategies geared toward affinity groups and individuals; increased ticket sales by 10% during summer season
- Developed relationships with 2-5 community partners per week, targeting BIPOC-owned businesses to increase engagement with communities previously underserved by the festival
- Designed and executed social media campaigns that appealed to more diverse audiences

Work Experience

Legal Seafoods

Boston, MA

Server

September 2019 - Present

- Provided excellent service to over 100 customers per shift by knowledgeably explaining the menu and delivering orders efficiently and accurately
- Promoted weekly specials and higher profit items, resulting in 20% increase in sales
- Trained new servers, teaching them how to effectively manage the order system and make customers feel welcome

Skills: Social media (Instagram, Tik Tok, Twitter, LinkedIn), verbal communication, written communication, teamwork, leadership, problem-solving, analytical skills, initiative, flexibility