

Rachel Blackwell

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OBJECTIVE

To obtain a position that allows me to enhance my management skills while sharing with my community the joy that the performing arts has always brought into my life.

QUALIFICATIONS

Years of experience as an actor, director, stagehand, and designer
Managed daily operations for Student Drama Association (SDA)
Acted as a liaison between students and faculty
Obtained and budgeted funds for marketing and publicity
Trained in university fee payment operations
Organized auditions and coordinated performance schedules
Represented the SDA in the press, giving several news interviews
Maintained professional working relationships with local arts organizations
Delegated production tasks to SDA officers and volunteers
Created programs, flyers, and other promotional materials for numerous shows
Hired guest artists for performances and educational workshops
Promoted collaboration between Holland America and Fairbanks Shakespeare Theatre
Prepared and approved expense reports for shows in Fairbanks and New York City
Worked with local businesses in both Fairbanks and New York City to advertise shows

LEADERSHIP/TEAMBUILDING SKILLS

President, UAF Student Drama Association

- Revitalized student produced seasons
- Encouraged and revived membership
- Formed alliances with the Art, Music, and English departments as well as The Gay Club
- Updated and rewrote the constitution for the organization

Member, Conference Planning Committee, Leadership Program

- Worked with administration to promote student leadership
- Provided hospitality for conference guest speakers
- Planned teambuilding exercises for conference participants

TECHNICAL SKILLS

Created and maintained professional websites (<http://www.rachelblackwell.com/>)

Windows XP and Microsoft Office proficiency (Word, PowerPoint, Excel)

RELEVANT WORK EXPERIENCE

Drama School Program Office Student Assistant, New York NY, Sept. 2006 – Feb. 2008

Holland America Sales and Service Representative, Fairbanks AK, Summers 2005, 2006, 2007

After School Drama Tutor, Fairbanks AK, Spring 2005

Business Office Student Assistant, Fairbanks AK, August 2004 – May 2005

Drama Camp Counselor, Smithfield ME, Summer 2004

EDUCATION

Graduate studies in Acting, New School University, New York, NY

B.A. Theatre, magna cum laude, University of Alaska Fairbanks, Fairbanks, AK, May 2006

HONORS & AWARDS

William and Dorothy Jane Wood Talent Grant 2003, 2005

UAF Theatre Student of the Year 2006

UAF Student Leadership Honors

UAF Honors Program Member 2003-2006

Golden Key International Honor Society Member