

EXPERIENCE

PROJECT MANAGEMENT**EXECUTIVE DIRECTOR & PROJECT MANAGER - ROSEDALE SHAKESPEARE - AUSTIN TX (2015-2022)**

- Led a theatre company from shoestring budgets and one show a year to a new identity as a 501(c)(3) regularly producing high-quality works of theatre
- Responsible for selecting plays, grant writing, budgeting, hiring, personnel management, fundraising, event planning, acquiring sponsorship, and other administrative tasks
- Successfully coordinated 3-5 simultaneous complex projects yearly: shows, fundraising events, sponsorship programs, and partnerships with local government
- Established clear timelines and delegated tasks to meet strict project deadlines
- Spearheaded process of rebranding and reorienting mission to focus on making inclusive art, increasing hiring of marginalized creatives by 265% from 2016 to 2019
- Wrote accessible, engaging marketing materials, including copy for social media, emails, newsletters, and press releases
- Acquired over 1200 Facebook followers for the company, using Facebook Analytics to drive our social media strategy
- Obtained 2 City of Austin Community Initiatives grants, raising 2018 revenue by 88.5%
- Strategized user experience goals and gave feedback to production design teams based on overall content strategy
- Collaborated effectively with 100+ actors and designers on 97 high-quality performances
- Remained mission-focused while consistently satisfying multiple stakeholders, such as audience members, business sponsors, donors, local government, and creatives
- Navigated complex government and business policies and procedures to achieve the company's goals in interacting with these stakeholders
- Communicated clearly, consistently, and promptly with all stakeholders and team members to ensure efficient operations

CONTENT CREATION:**WRITER - ENOTES - REMOTE (2020-Present)**

- Wrote 10 clear, accessible, in-depth study guides for college literature students, comprising 93, 000 words of carefully crafted material conforming to an internal style guide

WRITER - WAVELENGTH - REMOTE (2021)

- Wrote personable, engaging posts for 50+ Facebook groups to promote the Wavelength app
- Conducted research on groups to determine characteristic traits of their members
- Customized content to systematically engage each user segment

INSTRUCTIONAL DESIGNER - UNIVERSITY EXTENSION - UT AUSTIN - REMOTE (2019-2020)

- Created instructional materials as the sole means of learning delivery for an online course
- Established thoughtful learning objectives to drive content strategy
- Explained challenging concepts in a lucid and thoughtful form designed to keep students' attention and kindle their interest in the material
- Wrote tests to evaluate content and measure success

EDITING:**EDITOR - FREELANCE - REMOTE (2020-2021)**

- Worked closely with an author to prepare their novel for publication
- Gave detailed, actionable feedback to develop a high-quality artistic product
- Established and managed project timeline to prepare manuscript for submission
- Met regularly with author over Zoom to discuss revisions and progress of the project

COLLEGE TEACHING:

VISITING ASSISTANT PROFESSOR - DEPARTMENTS OF ENGLISH AND THEATRE – LYCOMING COLLEGE (2021 - PRESENT)

- Fluidly adapted teaching strategies to serve an environment and student body radically different from those of my previous experience
- Drove continuous improvement by capturing feedback from students and colleagues
- Modified course delivery using that feedback to increase effectiveness
- Implemented equitable teaching practices in keeping with recent research
- Taught in two departments at once, attending closely to needs and expectations of both

LECTURER - DEPARTMENT OF ENGLISH - UT AUSTIN (2019 - 2020)

- Adapted two courses for both synchronous and asynchronous online learning, balancing optimal instructional effectiveness with equity of access
- Created engaging lectures to provide historical context and literary analysis
- Facilitated thoughtful textual analysis through class discussions
- Formed long-term mentoring relationships with several students

ASSISTANT INSTRUCTOR - DEPARTMENT OF ENGLISH - UT AUSTIN (2013 - 2018)

- Nominated by awards committee for Outstanding Assistant Instructor Award
- Guided students in developing essential literary skills: close reading, thoughtful research, and critical analysis of challenging material

SOCIAL MEDIA MANAGEMENT:

SOCIAL MEDIA MANAGER - FREELANCE - REMOTE (2020-2021)

- Ran short-term social media campaign across multiple platforms to promote a novel
- Created 1443 posts' worth of engaging content for Instagram, Twitter, and Facebook
- Monitored analytics to design customized content and grow our following
- Acquired over 1000 Twitter followers for the author's account in 4 months
- Worked independently to achieve the project's goals and promote the author's brand

EDUCATION AND SKILLS

PHD - English - University of Texas at Austin (2019)

- Established and met structured modular deadlines for a self-driven long-term project
- Smoothly incorporated feedback from multiple stakeholders to create a product that delivered high-quality content while satisfying each stakeholder's expectations
- Conducted qualitative analysis of polling data on user (audience) experience
- Selected through a highly competitive peer review process to publish 4 essays communicating clearly about complex topics
- Guest edited for the periodical *Borrowers and Lenders*

MFA - Shakespeare & Performance/Directing Concentration - Mary Baldwin University (2013)

- Acquired training and experience in collaborating with a small team working closely together to create a high-quality final product
- Gained leadership and project management skills as director for a production
- Mastered being a team player and navigating co-worker relationships adeptly in a fast-paced, high-stress environment while producing work that exceeded expectations

BA - Liberal Arts – St. John's College (2007)

SKILLS: Google Suite, Microsoft Office, Basic Python, Notion, Slack, HootSuite, Zoom, Teams, Content Strategy, Content Writing, Copywriting, Editing, Proofreading, Project Management, Team Building, Public Speaking