***I’m a perceptive, motivated*** *person with a strong work ethic. I have extensive experience in working in teams and in performing outstanding customer service. I have strong verbal and written communication skills.*

***My signature strengths include*** *collaboration and enhancing relationships. My work style is respectful and transparent, and embraces innovation, intelligent risk-­‐taking and effective communication. I am tech-savvy and have experience in most forms of social media and technology platforms.*

***My diverse skill set*** *allows me to work well with shifting priorities and stressful situations efficiently and professionally. I am able to handle different types of challenges while staying grounded and focused.*

***Currently,*** *I am developing a number of projects, including playwriting, game development, and creative writing.*

**LANGUAGES**

Spanish and Japanese, including time spent living abroad

**EDUCATION**

**St. Olaf College**, Northfield, Minnesota ‑ 2012 to 2016

* Bachelor of Arts degree, 3.41 GPA, May 2016
* Majors in Asian Studies (Japanese Language) and Theatre (Writing Focus)

**WORK EXPERIENCE**

* **The Goodman Theatre**, Chicago, IL. **June 2018-August 2018.** Development Intern, worked throughout the department with primary experience in foundational grants and corporate sponsorship.
* **Lookingglass Theatre Company**, Chicago, IL. **Sep 2017-Dec 2017**. Marketing Intern responsible for social media.
* **Ape Star LLC**, **Current**. Creative Director and co-owner. Development of creative writing and game design, including plays written for stage.
* **Vantage Law Group PLLC**, Minneapolis, MN. **Dec 2016-August 2017**. Website design, writing marketing materials, editing.
* **Grant Editing.** Minneapolis, MN. Freelance, **since** **2016**. Proofread, edited, and ghostwrote portions of medical grants and legal documents.
* **Minnesota Children’s Theater Company**, Minneapolis, MN. **Summer 2015**. Assistant Stage Management Intern.
* **Target Corporation**, Minneapolis, MN. **2014**. Performed Guest POS check-out and other Guest Service functions

**COMMUNITY SERVICE**

* Mentor with PPL S.E.E.D summer program, summers
* Dakota County Election Judge
* Rice County Election Challenger

**SKILLS**

* **Teambuilding and Problem Solving.** Biweekly meetings involving building cooperative problem solving skills in a group, as well as creative design work
* **Event Coordination.** I plan, organize, and run twice-weekly community events including competitions, programming, and charity drives.
* **Tessitura Trained**. Experienced with Tessitura and similar systems.

**INTERESTS**

Cooking, social media, narrative design & analysis, reading, family/friends activities, competitive games, social justice causes.