

Elizabeth Robbins

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EXPERIENCE

NYU Graduate Theater Production, New York, NY - Shop Assistant

SEPTEMBER 2018 - PRESENT

- Assist with load-in and strike of electrical equipment for on-location theaters
- Organize instruments, cables, and accessories in storage
- Complete short-term projects as needed for carpentry, scenic art, and properties

Children's Theatre of Madison, Madison, WI - Casting Assistant

JUNE 2017 - SEPTEMBER 2018

- Coordinate with actors and directors about audition scheduling and materials
- Organize headshots and resumes into digital database
- Prepare and distribute audition announcements and casting notifications

Children's Theatre of Madison, Madison, WI - Production Assistant

JULY 2018 - AUGUST 2018

- Act as rehearsal stage manager for summer stage productions, communicating between directors and designers and preparing book for production stage manager
- Oversee teaching assistants and coordinate schedules for class rotations and tech assignments

Bedlam Theatre Company, New York, NY - Production Intern

SEPTEMBER 2017 - DECEMBER 2017

- Attend open rehearsals and liaison for donors and other attendees
- Distribute informational materials and donation envelopes to audience members and attend to any questions or concerns at performances
- Facilitate communication between front of house and stage management

Bunky's Cafe, Madison, WI — Catering Waitress

JUNE 2016 - JANUARY 2019

- Assist with food prep and service at catered events
- Liaison with guests and communicate needs to catering manager
- Organize supplies in the loading and unloading of the delivery van

SKILLS

Proficient in all versions of iMovie

Beginning experience in Adobe Photoshop and Illustrator

Beginning experience in HTML

Proficient in Finale Notepad

Type at 95 WPM

Valid driver's license, can drive both manual and transmission

LANGUAGES

English, Spanish (proficient), Dutch (conversational)

EDUCATION

New York University - BFA in Theater, minor in English
IN PROGRESS