

Alejandra Arts

AlejandraArts@gmail.com • (563)123-4567 • linkedin.com/in/AlejandraArts

EDUCATION

Iowa State University <i>Bachelor of Arts, Performing Arts</i>	May 2021 Ames, IA
<ul style="list-style-type: none">Minor: AdvertisingRelated Coursework: Advertising Principles, Advertising Media Planning, Media Management, Script Analysis, Actor's Voice and Movement, Directing for the Stage, Creative Writing: Playwriting	GPA: 3.27/4.0

ARTS ADMINISTRATION EXPERIENCE

City of Dubuque <i>Arts & Culture Intern</i>	May 2020 – August 2020 Dubuque, IA
<ul style="list-style-type: none">Interview community artists for inclusion in the Dubuque Creative Economy directory and GIS Cultural Asset Mapping Initiative with a focus on increasing the diversity of artists representedTrack and review applications for arts grants and city performances with attention to detail and equityMaintain website, create social media content, write press releases for web and local newspaper, and photograph/videograph events to ensure community awareness of and access to events	
Bell Tower Theatre <i>Communications Intern & Acting Camp Instructor</i>	May 2019 – August 2019 Dubuque, IA
<ul style="list-style-type: none">Promote Kids Take the Stage theatre camp via social media, advertising in local media and publications, and interactive assemblies at 11 elementary schools to increase enrollment by 12% over the previous yearCo-teach two week-long acting classes for children (grades 4-6) to inspire self-expression and lifelong interest in the arts	

PERFORMANCES

• Songs for a New World, <i>Soloist</i>	April 2021
• Having Been, Still Being, <i>Performer</i>	February 2021
• Sometimes the Rain, Sometimes the Sea, <i>Cast: Ina</i>	November 2020
• Perform the Protest, <i>Ensemble</i>	September 2020
• The Wolves, <i>Cast: #7</i>	March 2020
• Climate Change Theatre Action: Lighting the Way, <i>Ensemble</i>	October 2019
• One Act Play Festival: She Kills Monsters, <i>Cast: Vera</i>	May 2019
• It's a Wonderful Life: A Live Radio Play, <i>Cast: Sally Applewhite (Mary Hatch)</i>	December 2018
• Our Town, <i>Cast: Lady in Box/Graveyard Singer/Choir</i>	April 2018

LEADERSHIP EXPERIENCE

Sigma Lambda Gamma, Gamma Chapter <i>Communications Chair (May 2020-Present), Member (August 2017-Present)</i>	August 2017 – Present Ames, IA
<ul style="list-style-type: none">Manage all chapter social media channels to promote events and build a cohesive brand of sisterhoodDevelop print and digital materials in Adobe Illustrator to represent our chapter during recruitment	
Bridging Opportunities in Leadership and Diversity (BOLD) Learning Community <i>Student Success Leader (2018-2019), Member (2017-2018)</i>	August 2017 – May 2019 Ames, IA
<ul style="list-style-type: none">Mentored 32 first-year students of color in an orientation class on adjusting to the college environmentReferred students to campus resources and built community to increase sense of belonging and resilience	

WORK EXPERIENCE

Inspire Cafe <i>Barista and Cashier</i>	Seasonal, May 2015 – Present Dubuque, IA
<ul style="list-style-type: none">Complete cash and credit transactions and craft beverages for customers with a focus on customer satisfactionManage store opening/closing and cleaning with minimal supervision to ensure friendly and sanitary environment	

COMMUNICATION & MARKETING SKILLS

• Software: Adobe (Photoshop, Illustrator), Microsoft Office, Google Workspace, Hoot Suite, Mail Chimp, WordPress, Wix
• Social Media Platforms: Facebook, Instagram, Twitter, YouTube, TikTok, Pinterest
• Languages: Spanish (bilingual)