

John Doe

Jamie Ferrer

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EDUCATION john.doe@example.com

Oberlin College, Oberlin OH | *Bachelor of Arts* | Graduating: May 2019

- **Major:** *Comparative Literature* | Extensive coursework in Musical Theory and Performance

Related Coursework

- **LaunchU** | Attended Boot Camp during Oberlin's winter term, an independent month of study in January with marketing, branding, sales strategy, and online video workshops
- **Community-Based Social Marketing Lab** | Conducted research project within independent study to test student reactions to redesign of dining hall options

MARKETING AND SOCIAL MEDIA EXPERIENCE

Gordon Group, New York, NY | *Public Relations Intern* | June-August 2017

- Drafted press releases, pitches, op-eds, and other written materials
- Developed media lists, backgrounders, and other research documents
- Monitored traditional and social media coverage of clients and their competitors and participated in weekly client calls

Flying Solo, Brooklyn, NY | *Production Intern* | January 2016

- Collaborated with Social Media Manager to update Twitter feed daily and in the creation of mood boards on Pinterest
- Attended fabric conventions and attended marketing seminars to connect with vendors and increase exposure of brand

THEATRE PRODUCTION EXPERIENCE

- **Camera Operator** | Operated the camera and used live video projections of characters; assisted with moving sets and preparing house for performance (*The Magic Flute* Opera, February-March 2018)
- **Production and Design Assistant** | Assisted with directing, image, and poster creation (*The Marriage of Figaro* Opera, February-March 2017)

LEADERSHIP AND ACTIVITIES

- **Residential Assistant** | Mediated interpersonal conflicts in Spanish-language residence hall (Oberlin Residential Education, August 2017-present)
- **Event Planner** | Developed and organized educational event on ethical food sourcing for first-year residence halls (Green Table Food Oberlin, Fall 2015)
- **Corporate Outreach Intern** | Planned events, called voters, and participated in development activities (Association for the Prevention of Cruelty to Animals, Summer 2014)

PUBLIC SPEAKING AND FOREIGN LANGUAGE SKILLS

- Presented at the Second City Conference on Food Cooperatives and Sourcing sponsored by the University of Illinois-Chicago
- Native Spanish Speaker

VIDEO AND AUDIO PRODUCTION SKILLS

- Adobe Creative Suite, Apple Final Cut Pro and Studio, Brightcove, Garage Band, and Pro Tools

COMPUTER AND TECHNICAL SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), WordPress.com, and Adobe Photoshop

Blair Lewis

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134 N. Main St. Apt. 3, Oberlin, OH 44074

EDUCATION

John Doe

Oberlin College (Oberlin, OH)

Aug 2014 – Present

- B.A. in Theater with a minor in Hispanic Studies – **Expected May 2018**
- GPA: 3.8/4.0

University of Buenos Aires (Buenos Aires, Argentina)

Jul – Dec 2016

- Studied Argentine religious history and gender politics

School Year Abroad Spain (Zaragoza, Spain)

Sep 2012 – May 2013

- Studied Spanish history, language, art history, and journalism

PROFESSIONAL EXPERIENCE

The Gunslinger (Oberlin, OH)

Present

Director, Cinematographer, Co-producer, Film/Sound Editor, Visual Effects Artist

- Storyboarded full film and completed photography on schedule
- Communicated preferences and desired tone for original score to composer
- Completing post-production that includes color correction, sound design, and stop-motion effects

Oberlin College Theater Department (Oberlin, OH)

Aug 2015 – Present

Director, Actor, Set Designer

- Directed *Line*, a production with five actors, blocked the show, designed the set, and collaborated with a dance professor on choreography
- Performed in *Wedding Band* by Alice Childress, *The Bluest Eye* adapted by Lydia Diamond, and *Angels in America* by Tony Kushner

Venus in Fur (Oberlin, OH)

Feb – Mar 2018

Co-producer, Co-director, Actor

- Mentored a first-time director
- Organized rentals of lights, sound equipment, costumes, and props
- Converted a rehearsal studio into a black box theater with an audiovisual system and tiered seating

Oberlin Summer Theater Festival (Oberlin, OH)

May – Aug 2017

Actor, Set Carpenter, Fundraiser, Publicist

- Acted in three festival productions, working with Shakespearean and modern texts
- Built sets for every show with the technical director and carpentry team
- Operated marketing campaigns for each production consisting of internet outreach and distribution of promotional merchandise

Art+Practice (Oberlin, OH)

Jan – Nov 2015

Associate Producer

- Budgeted reshoots for documentary web series *The Amerikans*
- Drafted a crowdfunding campaign to secure necessary funding
- Contacted documentary subjects to schedule their return to the project

VOLUNTEER EXPERIENCE

Oberlin Drama at Grafton (Grafton, OH)

Feb 2016 – Present

Assistant Director, Acting Coach, Dramaturg

- Taught fundamentals of acting to inmates at Grafton Reintegration Center
- Assistant directed numerous plays and edited their scripts for brevity and accessibility to actors
- Mediated and resolved conflict between cast members

Boston Children's Hospital (Boston, MA)

Jun – Jul 2013

Spanish Interpreter

- Translated diagnoses and prescription updates to Spanish-speaking parents
- Relayed families' needs and concerns to English-speaking staff

SPECIAL SKILLS

- Adobe Premiere/After Effects/Audition, fluent Spanish

Sage Lee

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EDUCATION

John Doe	
Oberlin College <i>Oberlin, OH</i>	Class of 2018
BA in Theatre (Honors) and French, Gender Sexuality and Feminist Studies minor; 3.85 GPA john.doe@example.com	
Université de Paris 8 Saint-Denis <i>Paris, France</i>	Spring 2017
Production, Administration, and Diffusion of Performing Arts; Stages and Screens: Audiovisual Technologies in Theatre 123-456-7890	
Institut d'Avignon, Bryn Mawr College <i>Avignon, France</i>	Summer 2016
Six-week summer intensive program in Theatre and French studies	

PRODUCTION EXPERIENCE

Professional Training Company	Actors Theatre of Louisville	2018-2019
Apprentice in the production management department; PM for all Professional Training Company productions.		
Production Management Intern	The Eugene O'Neill Theater Center	2017
Organized production needs and schedules for Puppetry, Playwrights, Music Theater, and Cabaret conferences among others.		
Production Manager	Oberlin College Theatre Mainstage	2017-2018
PM for <i>Angels in America Parts 1 & 2</i> in rotating repertory.		
Technical Assistant	Warner Center for the Performing Arts	2017-2018
Technical support for theatre and dance; building monitor.		
Assistant Scenic Artist	Oberlin College Theatre, Opera, and Dance	2014-2018
19 productions. Selected shows include <i>The Bluest Eye</i> , <i>Spring Awakening</i> , <i>Le Nozzi di Figaro</i> , <i>A Wedding Band</i> .		

STAGE MANAGEMENT EXPERIENCE

Stage Manager	Oberlin College Theatre & Dance Departments	2014-2016
6 theatre and 4 dance productions. Scheduled and ran rehearsals and performances, coordinated production needs and staff.		

OTHER RELEVANT EXPERIENCE

Student Manager	Oberlin Central Ticketing Service	2015-2018
Oversaw student staff, trainings, and schedules; house manager, box office sales associate, usher.		
Research Assistant	Oberlin College French & Sociology Departments	2016
Managed database and metadata organization, translation and transcription of primary source documents.		
Creative Arts Counselor	Camp Leslie	2013-2016
Taught drama, dance, and visual art classes for campers ages 7 to 15.		

SKILLS AND CERTIFICATIONS

Scenic Painting: woodgrain, stone, floor treatments, wallpaper and patterns, freehand painting. Basic scenic carpentry and sewing skills including power tool use.
Language: Fluent in French
Technical: Proficient with PatronManager ticketing software. Basic proficiency with QLab. Proficient with Google Suite, Microsoft Suite, and Adobe Pro.
Additional: Familiar with AEA rules. Experience with children in academic and extracurricular settings. ServSafe Certified.

VOLUNTEER EXPERIENCE

Submission Reader	National Playwrights Conference	2017
Host, <i>Tablework</i>	WOBC 91.5 FM Radio	2018
Outreach Workgroup	WOBC 91.5 FM Radio	2018

Shae Garcia

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901 Sutter St, San Francisco, CA 94108

Education

OBERLIN COLLEGE OF ARTS AND SCIENCES

Major: Geology john.doe@example.com

Expected Graduation: May 2018

GPA: 3.5

123-456-7890

Relevant Coursework

Creative Writing: Small Prose, Visual Pro Drawing, Problems in Drawing, ArcGIS, Cultural Anthropology, Principles of Accounting, Intro to Computer Science, Quantum Chemistry & Kinetics

Awards and Scholarships

John Frederick Oberlin Merit Scholarship

Frank Fanning Jewett Prize Award

Relevant Experience

THE SYNAPSE - Oberlin, OH

ART COORDINATOR and CHIEF LAYOUT EDITOR - September 2017-Present

- Organize artwork for Oberlin College's only student run science magazine. www.synapsemagazine.org
- Select and pair artists to create art for another student's science article.
- Illustrate digital comics and art for magazine.
- Currently overseeing layout design for magazine.

MATTHEWS INTERNATIONAL, LLC - San Francisco, CA

GRAPHIC DESIGNER - July 2016-May 2017

- Designed information cards and introductory presentations using Adobe Photoshop and Keynote
- Sorted through company's confidential legal documents and created a new naming system for the Matthews Legal Team's online agreements.
- Contracted by company's compliance team to design additional information cards to remind new and current employees of legal and illegal actions.

Skills

Video and Graphic Design

Adobe Photoshop, Adobe InDesign, Adobe Illustrator, Final Cut Pro, Manga Studio 5, Windows Movie Maker, SquareSpace, Weebly, Blurb Technical

ArcGIS, TESCAN Scanning Electron Microscope, Microsoft Office Suite, R Studio, Python (Intermediate)

Language

Spanish (intermediate level)

Leadership Experience

OBERLIN CAREER CENTER - Oberlin, OH

PEER ADVISOR - September 2017-Present

- Advise students on writing and formatting resumes and cover letters during drop-in sessions located around campus.
- Provide information to students about college's online resources and guides geared towards career experiences like internships and/or research.

NESTLÉ DIVERSITY LEADERSHIP SYMPOSIUM - Solon, OH

STUDENT PARTICIPANT - August 2017

- Selected to participate in Nestlé USA's Diversity Leadership Symposium out of a pool of 100+ applicants.
- Attended a resume building and interviewing workshops with members of the recruiting team and participated in case study challenges focused on developing strategic solutions for various divisions across Nestlé USA.
- Networked with company leaders and employees.

Extracurriculars

Synapse Magazine: Art contributor, layout editor

The Oberlin Review: Layout editor

Personal Tutor: Organic Chemistry

Oberlin Theatre Department: Stage

crew, sound board operator

Teaching Assistant: Applied GIS

Oberlin Aikido: Club Member

Additional Graphic Design Projects

AFS ADVISOR MCNAIR RESPONSE - 2017 - Designed the layout for AFS Advisor's RFP Response to McNair Attorneys. Work proved successful as AFS Advisor's were chosen to move on to the next selection round with praises on design aesthetics.

SCANNING ELECTRON MICROSCOPE GUIDEBOOK - 2016 - Authored a 40+ page guidebook specially made for Oberlin students operating the SEM. Currently adding an EDS detector portion to help students with compositional analyses.

UNITED SCIENCES VARIOUS ART - 2014 - Produced and updated company product graphics. Designed the layout for company presentation.

For more graphic design work, go to shaegarciadesign.weebly.com