

Rachel Finn

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SKILLS & TECH

Tech: Microsoft Excel, Word, Powerpoint, Adobe Photoshop CS5, Adobe InDesign CS5, Adobe Illustrator CS5, Vectorworks (CAD), MacOSX, Type 60wpm

Skills: Website Management, Event Planning, Graphic Design, Non-Profit Management, Inventory & Database Management, Merchandising, Proof-reading, Extensive Research, Filing, Illustration

EDUCATION

MFA -- Southern Methodist University

Dallas, Texas / 2012
Scenic & Costume Design, (3.9 GPA)

BA -- Marquette University

Milwaukee, Wisconsin / 2009
Sociology, Theatre Art (3.8 GPA)
Honors Degree, Magna Cum Laude

EXPERIENCE

Operations Analyst-Contract Management / AEP Energy; Chicago, IL (2013)

- Handled daily acceptance and processing of commercial energy contracts to audit standards
- Email correspondence with sales agents, managers, finance, billing, legal, and customer care
- Update excel trackers with current account information and changes
- Track issues and errors with contracts, reach out to departments to resolve problems

Production Manager / American Myth Theater Company; Chicago, IL (Presently)

- Manage Production schedules and administrative schedules in a small, but growing company
- Organize meetings, fundraising events, executive board activities, maintain member databases
- Manage 501(c)(3) organization, paperwork, tax exempt status; Hire directors, actors, designers
- Organize and plan events, source materials and space acquisition for all company events

Visual Supervisor / Saks Fifth Avenue; Chicago, IL (2012-2013)

- Designed and implement in-store displays and windows
- Styled mannequins weekly; creating dynamic layouts specifically showcasing current trends within high-end designer's lines in the Women's Contemporary and Men's Denim Departments

Office Assistant / Marquette University, Milwaukee, WI (2006-2009)

- Created work schedules for student crew, coordinated schedules & payroll
- Managed department travel, car rentals, scheduling of visiting artists, etc.
- Answered phones, greeted guests, filed department paperwork, assisted in set up and take down of events, maintained department calendar & student info. databases

Graphic Design & Web Management / House of the Good Shepard-Volunteer (2012-Present)

- Design posters, pamphlets, invitations etc. to various events and manage website content at the House of the Good Shepard, a women's domestic violence shelter in Chicago, IL

Freelance Set & Costume Designer / Milwaukee, Dallas, Portland, Chicago (2008-Present)

- Create models, renderings, and drafting packets for the production of sets and costumes
- Coordinate with contractors, source materials, manage production budgets

Artistic Staff / Young People's Theatre Project; Portland, OR (2003-Present)

- Planned and executed camp activities at Camp Caldera in central Oregon
- Lead campers in various rehearsals, designed and taught camp workshops in arts and crafts

Graduate Design Assistant / Southern Methodist University; Dallas, TX (2009-2012)

- Assisted professional designers by producing sketches, models, drafting, swatches, props, paint samples, attending production meetings, source materials

REFERENCES

Russell Parkman / Design Professor, SMU
rparkman@smu.edu / (214) 768-3622

Sandra Hulstedt/ Visual Manager, Saks Fifth Ave.
sandra_hulstedt@saksinc.com / (312) 799-5211