**GISELLE WATERS**

Email: waters.giselle@gmail.com

Phone: (408) 687-5144

**Experience:**

**Tikkun Magazine** 08 / 2012 - 05 / 2013

*Administrative Assistant/Receptionist*

Customer service and administrative assistant position. I orchestrate mailings, handle subscriptions, membership renewals, and donations for both the magazine and elite member group. From making phone calls, marketing the magazine to book stores and magazine stands, managing magazine stock, and errands I help make sure the office runs as smoothly as possible for all involved.

**Aurora Theatre Company** 09 / 2012 - 05 / 2013

*Box Office Associate*

Administrative and customer service duties throughout the season such as selling tickets, working shows, selling subscriptions and marketing the upcoming season to patrons and single ticket buyers.

**The San Francisco Playhouse** 08 / 2012 - 05 / 2013

*Management Intern*

The San Francisco Playhouse is San Francisco’s “off-Broadway” theatre. I have worked on anything from assisting in marketing efforts, press relations, event assistance and planning, administrative assistance, guest services and various office related tasks.

**Aurora Theatre Company** 08 / 2012 - 04 / 2013

*Special Events/Development Intern*

Assisting in the planning and execution of the annual “Aurora Borealis” gala. From research, planning, marketing, and sales I was involved in all aspects of the event from start to finish.

**Theatermania.com** 05 / 2012 - 08 / 2012

*Marketing Intern*

Working in audience outreach, video and interview creation, filming and production, maintaining social media platforms and expansion, events, analysis spreadsheets, research, and account upkeep. I worked in many aspects of the website and learned about website operations.

**Todayingeeknews.com** 05 / 2011 - 05 / 2012

*Cofounder/Office Manager*

Founded and ran the social media for a technology based news site. Edited posts, proofed content, brainstormed stories, ran the social media outlets, and developed an audience. This project was one I engaged in with a friend to explore marketing and journalism when I was 17 before I started UC Berkeley full time in 2012.

**Los Altos Parent Preschool** 04 / 2007 - 05 / 2011

*Events Assistant*

Assisted with Silent Auctions and other events (EX: Annual Pizza Party), helped with catering, event set up and break down, food prep and serving.

**Education**

**University of California, Berkeley** 2011 - 2013 *Bachelor of Arts (BA) Media Studies*

**Foothill College** 2008 - 2011 Associates of Arts (AA) General Studies