

# Catherine Heneghan

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(408)506-5096

## *Objective*

Recent college graduate looking for an expanded experience in a dynamic professional team environment

## *Education*

**AMDA College of Performing Arts, Los Angeles CA**  
Graduated 2020 with BFA in Acting with Honors (typically top 20% of students)  
**Westmont High School, Campbell CA**  
Graduated 2017 with a GPA of 3.7

## *Skills*

- Proficient with typical office software
- Managed cash flow spreadsheets
- Attention to detail
- Excellent verbal communication
- Problem-solving
- Stage combat - unarmed, broadsword, rapier and dagger

## *Work Experience*

### AMDA College- Costume Crew Team Member

July 2018- March 2020 Los Angeles, CA

Preparation and maintenance of a full costume inventory for a working theatre school  
Worked quickly and efficiently in a high stress team environment

### Discovery Charter School- Child Supervisor

March 2019- June 2019 San Jose, CA

Managed after school activities for K-8 students  
Used positive discipline to solve problems and conflicts

### Tilly's Clothing- Sales Associate

March 2019- June 2019 San Jose, CA

Efficiently processed inventory through retail software, organizing new stock  
Balanced multiple tasks while assisting customers enthusiastically  
Display arrangement

### Sublime Gifts and Finds- Sales Associate

March 2018- May 2018 Los Angeles, CA

Operated cash register  
Dealt with heavy flow of customers at Universal Citywalk  
Effectively communicated information about a wide range of products

### Westmont High School- Theatre Club Treasurer

August 2015- June 2017 Campbell, CA

Coordinated multiple fundraisers to provide students opportunities to attend a state wide event  
Documented club finances accurately and securely handled thousands of dollars in cash