

Beatrice Ellen Huston
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Professional Experience

- 2015 MARKETING INTERN, *Rochester Magazine* Rochester, MN**
Responsible for all social media platforms including composing, editing and scheduling daily posts and responding to social media audience; Created marketing collateral for sales department; pitched advertising to local businesses; Collaborated with the sales director and art director to re-imagine the “Fabulous Finds” section of the magazine.
- 2014 DIGITAL MEDIA MARKETING INTERN, *Atria Senior Living* Louisville, KY**
Worked with the digital marketing team on social media content, managed, wrote, and edited Atria Senior Living blog; Researched online directory management programs, claimed listings; Triaged leads gathered from online programs (e.g. Qualtrics & Eloqua).
- 2013 SOCIAL MEDIA MARKETING & AUDIENCE DEVELOPMENT ASSOCIATE, *The Schubert Club* St. Paul, MN**
Created content for Schubert Club’s social media platforms including: Facebook, Twitter, Instagram, Flickr; Assisted in recruiting members and coordination logistics of The Schubert Club’s young professional group, Theoroi; Event planning and implementation; Spearheaded the creation of a Schubert Club “Benefits Card.”
- 2012-13 OFFICE MANAGER, *Minnesota Youth Ballet Academy* Rochester, MN**
Responsible for organizing and maintaining student records, schedules and calendars; served as parent liaison; Coordinated schedules and travel for Executive Director, Guest Master Teachers and Guest Performers; Assisted bookkeeper with QuickBooks including tuition payments, revenue and expenses; Created, developed, and maintained social media presence (Facebook, Twitter, etc.); Created press packets; served as PR Coordinator, and Associate Producer for Academy performances.

STAGE MANAGER EXPERIENCE

Minnesota Ballet Theatre

Production Stage Manager	<i>TeenAge WasteLand</i>	Jeremy Plummer
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University of Iowa

Assistant Stage Manager	<i>Fields Below</i>	David McGraw
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Assistant Stage Manager	<i>Collective Amnesia</i>	David McGraw
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Academic Background and Awards

- BA THE UNIVERSITY OF IOWA 2011-2015**
Double Major: English and Theatre, (Performing Arts Entrepreneurship Emphasis)
GPA: 3.5; Dean’s List. Accepted into Undergraduate Iowa Writer’s Workshop.
Member of the National Society of Collegiate Scholars.
- Study Abroad Lufthansa Universität Lüneburg, Germany GPA: 4.0 2014**
- FORT LEWIS COLLEGE - Received Provost Scholarship 2010-2011**

Special Skills

Event Management; Conflict Negotiation; Social Media; Proficient in Microsoft Word, Excel, PowerPoint; Editing video via iMovie and iDVD; Skilled with Macs and PCs; Marketing & PR for Charity Campaigns; Driver’s License; Excellent written and verbal communication and interpersonal skills.

References Available Upon Request