

# CHRIS NAUGHTON

## Education

### Google Data Analytics Certification

Certificate Program  
2025

### Savannah College of Art and Design

Savannah, GA  
M.F.A. in Performing Arts  
2021-2023

### Skidmore College

Saratoga Springs, NY  
B.S in Theater Production  
2013 - 2017

## Skills

- Excel
- CSS
- HTML
- Python
- Javascript
- R
- SQL
- Tableau
- Microsoft Office Suite
- Google Suite
- Communication Skills
- Customer Service
- Type 65 WPM
- Problem Solving
- Public Speaking
- Collaboration & Team work
- Memorization
- Teaching experience age 6 to 24
- Improvisation
- Leadership

## Experience

### Event Coordinator & Line Cook Coffee Bar Atlanta

2024 — 2025 Atlanta, GA

- Coordinated events with local partners, tracking logistics and KPIs
- Managed high-volume data (orders, schedules, rentals) and maintained accurate records

### Artistic Director The Lab Theater Company

2021 — 2025 Savannah, GA

- Applied for local grants, and lead donation drives to raise funds
- Created and tracked budgets using Excel, improving financial planning and reporting accuracy
- Developed and lead marketing and outreach campaigns, using performance metrics to optimize results
- Analyzed ticket sales and engagement to identify growth opportunities
- Collaborated cross-functionally with external partners to manage productions

### Shift Lead Foxy Loxy Cafe

2022 — 2023 Savannah, GA

- Managed inventory supply chain logistics through Excel tracking systemsOversaw ordering of various cafe supplies and relationships with suppliers
- Scheduled and led team operations, streamlining workflows based on performance metrics.

### Customer Service Context Travel

2020 — 2022 Philadelphia, PA

- Responded to customer inquiries and issues through email and phone, resolving concerns promptly
- Moderated Context Courses and provided support to teachers and course attendees
- Edited and distributed video recordings to enhance the learning experience for participants

### Customer Service IFS Institute

2020 — 2021 Philadelphia, PA

- Provided 24/7 support to students and teachers during psychotherapy training weekends
- Assisted with virtual training sessions, including operating Zoom and providing technical support
- Maintained strict confidentiality and upheld participant privacy throughout the training

### Education Manager & Team Lead The Outreach Team

2019 - 2020 — Philadelphia, PA

- Built new hire training modules from scratch, used them in onboarding new hires and training other educators to do the same
  - Trained phone canvassing teams in public speaking, efficiency, and customer service
  - Set call goals for my team and strategies for how to meet them
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