

Christine Aucoin

New York, NY

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EDUCATION

Bachelor of Arts in Theatre

Barnard College of Columbia University, (2018)

BA in Theatre with a concentration in Playwriting,
magna cum laude

SKILLS

- Process Development and Implementation
- Directory Management
- Onboarding and Team-Building
- Email Marketing
- C-Suite Executive Support

APPLICATIONS

- CiviCRM
- ConstantContact
- Asana
- Microsoft Office Suite / G Suite
/ Google Drive
- SurveyMonkey
- L-Soft LISTSERV

PUBLICATION AND WRITING HONORS

- Published by: *The Boston Globe Magazine*, *What Should We Do*, *The Molotov Cocktail*, *HowlRound*, *Passengers Press* (forthcoming)
- Finalist in *Fractured Literary's* 2022 Fast Flash Challenge
- Semifinalist for the Princess Grace Award in Playwriting
- Dasha Epstein Fellow at New York Stage & Film's Powerhouse Festival

INTERESTS

- Theatre
- Gaming
- Contemporary Fiction
- LGBTQ+ Issues

SUMMARY

Project Management | Scheduling & Coordination | Writing,
Editing & Proofreading

Driven and detail-oriented project manager and writer skilled in facilitating the work of mission-driven teams. Recognized for streamlining projects to increase efficiency and customer satisfaction.

EXPERIENCE

The Rabbinical Assembly of America New York, NY

Project Manager (Mar. 2021 – Present)

- Onboard incoming administrative staff through writing comprehensive orientation material and conducting in-depth instructional sessions
- Produce documentation to train network of 200 volunteers on a variety of initiatives, including a 40-person Pastoral Outreach Team and a 30-person Social Justice Commission
- Manage and execute logistics for a high volume of virtual and in-person events, programs, and meetings
- Spearhead a year-long weekly lecture series, "ScholarStream," liaising with 32 lecturers, 120 sponsors, and 3,500 participants
- Author email marketing campaigns for a membership of 1,600 people, adapting to the style needs of different departments and projects
- Build complicated registration pages for two dozen public-facing programs per month

Administrative Assistant (Aug. 2019 – Mar. 2021)

- Managed annual fundraising campaign, overseeing a threefold increase in donations and a sixfold increase in donors from the previous fiscal year
- Edited 100-page Memorial Book, a collection of biographies of organization's members
- Provided clear and cordial client-facing tech support
- Wrote and edited personalized donor acknowledgments, committee appointment letters, and other correspondence for organization's Chief Executive Officer

Yext

New York, NY

Office Assistant, contractor (Aug. 2018 - Aug. 2019)

- Produced training material for team members locally in New York and remotely for international offices
- Managed social media presence for a wide variety of companies
- Wrote and catalogued templates for use in social media management

Vineyard Theatre

New York, NY

Literary Intern (Jan. 2018 – June 2018)

- Provided detailed coverage of submitted scripts and staged readings
- Met weekly with Literary Manager to generate ideas about planning and promoting organization's upcoming season
- Retooled literary coverage template to sharpen focus on organization's creative goals

HERE Arts Center

New York, NY

Programming Intern (May 2017 – Dec. 2018)

- Documented and organized material relevant to theater's history
- Provided detailed coverage of submitted scripts and staged readings
- Managed high-volume inbox