

Kristine Bachicha

11833 E 118th Pl. • Henderson, CO 80640 • (303) 704-0210 • kristine.bachicha@gmail.com

EDUCATION

Oklahoma City University

Bachelor of Science in Dance and Arts Management

Presidential Scholarship & Arts Management Scholarship

Relevant Coursework: Producing; Stage Management; Touring; Nonprofit Management

Oklahoma City, Oklahoma

Minor: Business Entrepreneurship

University Honors Program

EXPERIENCE

Hershey Park Entertainment

Hershey, Pennsylvania

Swing Technician – Wardrobe, May – September 2016

- Covered the tracks of four dresser positions in RWS Associates and Windish Music produced shows
- Filled in for Wardrobe Supervisor, & Asst. Wardrobe Supervisor on their days off
- Fixed minor sewing repairs, assisted with quick changes, and acted as a stage hand

Ann Lacy School of American Dance and Entertainment

Oklahoma City University

Production and Recruitment Specialist, August 2015 – May 2016

- Worked alongside Company Manager to prepare paperwork for dance shows
- Managed production inventory both physically in the storage room and keeping paper records
- Helped Director of External Affairs prepare for events held in the Edith Kinney Gaylord Building

“Hot Shoe Shuffle” – American Spirit Dance Company

Oklahoma City University

Assistant to the Company Manager, March 2016

- Monitored performer warm-ups, managed performer sign-in sheets, double-checked performer roster
- Communicated information between the company manager and performers or crew members
- Oversaw proper check-in of all equipment returning to storage during load-out

Blue Lake Fine Arts Camp

Twin Lake, Michigan

Camp Counselor, June – August 2015

- Monitored and advised 11 campers in my cabin for four two-week sessions
- Assisted dance teachers during the minor hour which included demonstrating & taking attendance
- Helped the art department with miscellaneous tasks
- Filed, collated, sorted, and recorded information in Administration

“On Broadway” – American Spirit Dance Company

Oklahoma City University

Moving Light Board Programmer/Operator, March 2015

- Programmed palette keys on the Avolites Pearl Tiger Console & operated it during the shows
- Set light cues for the dances in the shows and helped record the details of each cue

“Home for the Holidays” - American Spirit Dance Company

Oklahoma City University

House Manager, December 2015

- Supervised the Hospitality Crew
- Coordinated with the Ticket Office Manager when seating issues arose
- Communicated with the stage manager to open and close the house doors and start the show

Assistant Stage Manager, December 2014

- Supervised the deck crew of eight & collaborated with the stage right ASM
- Managed backstage operations to run five shows (including fog, haze, light gels, props, & cast)

Deck Crew, March 2014

- Managed props, changed light gels, & worked the haze machine

The Pulse On Tour, NYC

New York City, New York

Intern, July 2014

- Served as sound technician for choreographers during their master classes
- Facilitated smooth backstage operations during final showcase

Smashburger Corporate Office

Denver, Colorado

Development & Legal Intern, May 2014

- Ensured completion of legal documents
- Updated, organized, and created binders with franchise and corporate stores' information

HR & Real Estate/Development Intern, June 2013 – July 2013

- Performed audit on active employees' I9s and employee folders
- Labeled real estate binders and shredded outdated confidential documents
- Scanned, saved, and filed important real estate documents

Administrative Assistant Intern, May 2012 – July 2012

- Scanned and saved important legal documents that needed to be kept on record
- Filed and organized employee information & entered employee data into the payroll system
- Researched escheatment laws for the states and compiled into an Excel document

VOLUNTEERING**Global Service Initiative – Jamaica**

- Weeklong trip during summer of 2015 with Alpha Chi Omega members from across the nation
- Helped make mortar and prepare walls to be fixed on the house for the principal of a primary school
- Painted outside and inside walls of house; primed and painted concrete fence of a primary school
- Spent time socializing and playing games with local Jamaican kids that attended the primary schools

Performing Arts Ticket Office – Oklahoma City University

- Facilitated ticket orders in person, over the phone, and from online orders for multiple shows
- Worked the box office before show opening

ORGANIZATIONS**Alpha Chi Omega (Gamma Tau Chapter)**VP Risk Management, 2014; Orientation Chair & VP Intellectual Development, 2013**Students of Arts Management**Banquet Chair, 2015-2016; Banquet Productions Committee Head, 2013-2015**Blue Key Honor Society**President, 2015-2016**Phi Eta Sigma** (member)**Delta Epsilon Iota** (member)**Phi Kappa Phi** (member)**SKILLS**

- Language Skills: Fluent in English; some Spanish; public speaking; phone-answering
- Computer Skills: proficient in Microsoft Office Suite
- Miscellaneous Skills: Mascot experience, fog machine with dry ice experience, First Aid and CPR Certified, balloon animals