

Alexis Moore

Arts Administration

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Objective

My goal is to obtain a position in arts management that will allow me to grow my skills as a professional in a dynamic environment that will take advantage of my knowledge of theatre arts and traditional business.

Experience

Stage Management

Red Velvet	UW-Milwaukee	<i>Bill Watson, dir</i>	2018
9 to 5	UW-Milwaukee	<i>Tony Horne, dir</i>	2018
Jungle Book	Sauk Prairie Schools	<i>Diane Sullivan, dir</i>	2013
Treasure Island	Sauk Prairie Schools	<i>Rory Bolton, dir</i>	2012

Business

Walt Disney World Resort – College Program Participant 2016-2017
(Orlando, FL)

- Used guest service skills extensively
- Conducted cash transactions
- Used problem-solving skills
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University Housing – Resident Assistant 2015-Present
(Milwaukee, WI)

- Planned and executed events of various sizes
- Advised residents on academic and personal topics
- Engaged residents in safety training and protocol
- Enforced housing policies
- Planned and executed visual aids relating to various topics
- Conducted administrative work (i.e. reports, charts)
- Led presentations at housing conferences

Culver's Franchising System, LLC – Team Member 2012- 2018
(Sauk City, WI)

- Trained team members and franchisees on restaurant operations
- Used customer service skills
- Used cash handling skills

Quartz Health Solutions – Claims Examiner (Temp) 2017-2018
(Sauk City, WI)

- Entered information into database
- Organized custom resource packages
- Categorized member claims

Volunteer Work

Society for Creative Anachronism 2016-Present

- Planned and executed non-profit profit
- Researched Elizabethan England (1550-1600)
- Designed event websites and regularly update local website
- Engaged in regular meetings to discuss non-profit policy and activities

Special Skills

Knowledge of HTML and CSS coding languages | Fluent in Microsoft Office Suite V | Sheet music reading | Knowledge of life in 16th century England | Basic piano | Classical vocal technique

Education

University of Wisconsin – Milwaukee 2019
Bachelor's of Business Administration – Human Resource Management
Bachelor's of Fine Arts – Theatre Production (Stage Management)

References

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