



🖱 alexapowell.net

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☎ 518-291-3187

• HARD SKILLS •

Phone/Email Correspondence
Calendars & Scheduling
Database Maintenance
Quickbooks & Invoicing
Google Suite
Microsoft Suite
Adobe Suite
Event Planning/Support
Graphic Design*
**Certified*

• SOFT SKILLS •

Detail-Oriented
Organization
Multi-Tasking
Time Management
Creative Problem Solving
Flexible & Quick Learner
Public Speaking

• VALUES •

Accessibility
Teamwork
Reliability & Trust
Empathy & Compassion

• EDUCATION •

NAZARETH UNIVERSITY
Summa Cum Laude
BFA Musical Theatre, Minor Tech
Theatre
Gilman Program Alumni

ALEXA POWELL

I'm a dedicated & efficient professional looking to integrate into a theatrical company with emphasis on inclusion & accessibility. I'm adept at both administrative & creative tasks such as coordination, organization, research, and graphic design.

• WORK EXPERIENCE •

EXECUTIVE OFFICE PRODUCTION ASSISTANT

Perpetual Wave Productions / May 2024 - Current

- Administrative correspondence and organization with emphasis on streamlining & improving internal processes
- Client liaison regarding technical support/design for live events across the US
- Exploration of new tools & protocols to maximize efficiency with compassion

PERFORMING ARTS STUDIO ADMIN

Garden Street School of the Performing Arts / January 2024-June 2024

- Administrative multi-tasking such as email & phone correspondence, office organization, lesson scheduling
- Financial tracking of enrollments, invoices, & accounts with QuickBooks
- Studio upkeep & maintenance, party rental event support & planning

FREELANCE DESIGNER

Alexa P Creates / August 2020-Present

- Administrative multi-tasking such as correspondence, organization, scheduling
- Collaborate with clients to define vision & design needs using clear communication and building strong client relationships
- Exceed expectations with custom graphics, posters, programs, websites, etc.

CO-PRODUCER, GENERAL MANAGER, ASSISTANT DIRECTOR

Brighter Than The Sun - A New Musical / September 2023-March 2024*

**Garnered 5 nominations with the New York Theater Festival, including "Best Production"*

- Managed all administrative aspects from pre to post-production including budgets, contracts, & correspondence with external entities
- Developed production schedules & scripts, delivered on-time and within budget while addressing logistical challenges to ensure smooth operation
- Coordinating promotional & fundraising efforts, organizing ticket sales with TicketSpice, and managing box office/front-of-house

MARKETING INTERN

The REV Theatre Company / May 2023-September 2023

- Development & execution of digital marketing campaigns via social media & email - created & increased viewership by 200k+ via TikTok
- Collaborative design of posters, adverts, social media graphics, emails, etc.
- Captured and edited content with Canon camera - *Personal Canon Rebel T5i*
- Provided on-site event support including efficient set-up and take-down

THEATRE & DANCE DEPARTMENT ASSISTANT

Nazareth University / August 2021-May 2023

- Administrative multi-tasking such as managing correspondence, office organization, scheduling, and event coordination & support
- Collaborated across departments & with 30+ visiting artists to design original playbills, posters, & social media graphics for various projects

• REFERENCES •

Caroline Leggett | "Brighter Than The Sun" Director
carolineleggett17@gmail.com | (706) 618-5912

Nicolette Hart | Former Musical Theatre Program Director
hartnicolette@gmail.com | (917) 751-2323