



📍 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*
Audio Description*
**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.

• SELECTED WORK EXPERIENCE •

OPERATIONS LEAD EXECUTIVE

Perpetual Wave Productions / May 2024 - Current

- Lead in HR, payroll, financial tracking, & operations overview
- Administrative organization - streamlining & improving internal processes
- Exploration of new technologies, software, & protocols to maximize efficiency in a compassionate, people-first live event workspace

FREELANCE DESIGNER & CREATIVE ADMIN

Alexa P Creates / August 2020 - Current

- Administrative multi-tasking such as correspondence, organization, scheduling
- Collaborate with clients to define vision & needs for any project/budget
- Amplify reach & presence with custom graphics, programs, org. systems, etc.

THEATRICAL DIRECTING & PRODUCING

Incl: Christine... (Oct '24), One Acts: Volume 1 Festival (June '24), Brighter Than The Sun (Jan '24)

- Manage team including budgets, contracts, & collaborative communication
- Develop production schedules & scripts, delivering on-time and within budget while addressing logistical challenges to ensure smooth operation
- Coordinating promotional & fundraising efforts

STUDIO RENTAL ASSOCIATE

A.R.T./NY / October 2024 - Current

- Booking, transacting, and coordinating with studio renters
- Cleaning & maintenance of studios, bathrooms, & common areas

BOUTIQUE PERFORMING ARTS STUDIO ADMIN

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

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

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.
- 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

Theatre Resume & Further References Available Upon Request