

Lauren Alexandra, Theatre Artist & Administrative Assistant

Atlanta, GA | laurenalexandra productions@gmail.com

PROFILE

Dynamic professional with extensive experience overseeing day-to-day operations and enhancing customer participant engagement. Expertise includes staff supervision, effective communication, and creative problem solving. Strong collaboration skills, fostering productive partnerships with team members and stakeholders, and contributing to the overall success of company initiatives. Ready to leverage skills to create meaningful and impactful experiences in an administrative role.

EMPLOYMENT HISTORY

Directing Apprentice, Actors Express

Aug 2024 – Present

- Contribute to creative vision by providing input on staging, blocking, and character direction.
 - Oversee understudy rehearsals, coordinating and conducting sessions outside main schedule.
 - Collaborate with designers to align technical elements with productions goals.
 - Assist in script analysis and character development.
 - Facilitate communication between cast and production team.

Camp. Admin Coordinator, Alliance Theatre

May 2025 – Present

- Oversee daily operations, ensuring seamless execution of activities and schedules.
 - Collaborate with Camp Manager to develop programs that align with mission and goals.
 - Supervise staff, fostering a safe and enriching environment for 200+ campers.
 - Manage camper registration, maintaining accurate records and effective caregiver communication.
 - Implement safety protocols, enhancing camper well-being and program integrity.

Lead Front of House Manager, Teaching Artist, Alliance Theatre

May 2023 – Aug 2024

- Ensured safety and positivity for 600+ patrons, promptly resolving issues.
 - Fostered effective communication with senior administrative staff and company members.
 - Oversaw calendar and scheduling for 100+ volunteers and security personnel.
 - Created an engaging classroom environment to enhance learning experiences.
 - Developed and implemented strategies to improve patron satisfaction.

Box Office Assistant, Columbus State University

Aug 2021 – May 2023

- Delivered positive, welcoming experience to costumers.
 - Facilitated ticket sales via phone and in-person interactions.
 - Supported ticket sales using theatre manager ticketing software.

- Managed customer inquiries and resolved issues promptly.
- Maintained accurate records of ticket transactions.

Arts Administration Intern, Hope Repertory Theatre

May 2022 – Aug 2022

- Collaborated with senior administrative staff and company members.
 - Supported Artistic Director, Associate Managing Director, and Front of House Manager.
 - Maintained updated marketing and internal databases, and distribution lists.
 - Coordinated distribution of essential documents and promotional materials.
 - Assisted in organizing events and performances for efficient operations.

Retail Coordinator, Marshall's Inc.

Nov 2019 – Jan 2022

- Managed daily floor operations with a professional, team-oriented approach.
 - Coordinated with managers on stock and inventory management.
 - Delivered excellent customer service in a fast-paced environment.
 - Assisted customers with purchases and resolved concerns efficiently.
 - Trained new staff on operational procedures and customer service standards.

EDUCATION

Bachelor of Arts in Theatre (minor in communication), Columbus State University

Columbus, GA

SKILLS

Microsoft Office	Google Workspace
Effective Time Management	Event Coordination
Adaptability	Conflict Resolution
Computer skills	Customer Service
Leadership	62 WPM at 98% accuracy
Management skills	Data Entry Software
Program Development	Problem Solving
Staff Supervision	Attention to detail
Effective Communication	Organizational skills
Effective Collaboration	