

Shannon Rose Connolly

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EDUCATION

BFA IN THEATER AND MINOR IN PRODUCING

New York University, Tisch School of The Arts
GPA: 3.89, Magna Cum Laude Honors

2020-2024

SKILLS & INTERESTS

PROFESSIONAL SKILLS

Project Management | Organization | Creative Problem Solving | Presentation Skills |
Excellent Communication | Public Speaking | Creative Collaboration |
Strategic Planning | Networking | Personal Relations & Customer Service

INTERESTS

Producing | Production and Design | Scuba Diving | Acting | Dance | Irish Language | Directing |
Screenwriting | Reality Television |

WORK EXPERIENCE

ACTING SPECIALIST

New York Edge | New York, NY | June 2023- June 2024

- Creative directs student performances
- Facilitates communication between technical and performance departments
- Teaches daily classes in the areas of dance, acting, and production design

HR ADMINISTRATIVE ASSISTANT

Pinch-A-Penny Headquarters | Clearwater, FL | June 2022-December 2022

- Spearheads organizational projects for all HR files
- Performs daily tasks as a personal assistant to HR manager

CHIEF PERSONAL ASSISTANT TO CEO

High Rise Window Company | Clearwater, FL | June 2019- August 2021

- Performs daily tasks as a personal assistant to the CEO of the company
- Designs and creates invoice templates on MAC software
- Hosts informational meetings on software advances for the company
- Provides technology support for all team members
- Sets up company Mac Laptop and desktop computers

HOSTESS

Frenchy's Rockaway Grill | Clearwater, FL | June 2020- August 2021

- Provides customer service at popular tourist spot in person and over the phone
- Trains employees
- Manages COVID-19 CDC guidelines and policies

ADDITIONAL RELEVANT EXPERIENCE

MARKETING AND FUNDRAISING PROJECT MANAGER

LOVECHILD Theater Company | New York, NY | December 2021- Present

- Designs and develops company social media accounts
- Constructs marketing materials for events and performances
- Contributes to the development of company logos and infographics
- Manages and maintains audience outreach initiatives
- Plans and Host fundraising events for donors

INDEPENDENT PRODUCER

Self-Employed | New York, NY | December 2023- Present

- Manages financial and business decisions of films from conception for young filmmakers
- Oversees financial and creative development of off-off-broadway productions for LOVECHILD Theater Company