

# SARA LEONE

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I am a driven, self-motivated, and positive leader. I enjoy working as a team to figure out a problem, and always working to approach projects from new angles, with an artistic eye. I am a confident public speaker, and fluent in many computer programs and social media platforms.

## SKILLS

- Public Speaking, Multi-tasking, Time Management, Adaptability, Event Planning & Management
- *Computer Programs:* Google Doc, Sheets, Forms, Microsoft Word, PowerPoint, Publisher, Excel, Pages, Numbers, Keynote, iMovie, FileMaker Pro, Libib, Fotor.
- *Social Media Promotion:* Able to use various social media applications to promote events and participate in social media trends in a professional and humorous manner.

## PROFESSIONAL EXPERIENCE

### **PREMIERE STAGES** *June-July 2019*

#### *Summer Education Coordinator & Camp Director*

- Managed and created the weekly intern schedule.
- Organized and hired speakers for weekly Intern Seminars.
- Managed enrollment of Camp Premiere.
- Coordinated an Intern Field trip to see a Broadway show.
- Lead weekly check in meetings with Premiere Interns.
- Oversaw the day-to-day tasks of the Education Intern.

### **KEAN UNIVERSITY THEATRE CONSERVATORY**

*Jan. 2011-Present*

#### *Administrative Assistant/Academic Specialist*

- Manages and helps to hire student workers and oversees their training, scheduling, day-to-day assignments, and ability to manage projects and events on their own.
- Manages day-to-day office tasks which includes organizing files, calendar management, scheduling, processing requisitions and purchase orders, and problem solving for students, faculty, and staff.
- Coordinates volunteers for Auditions, Open Houses and other Kean Theatre events and manages any training necessary.
- Advises on theatre major admittance and course selection.
- Travel and represent the Theatre Conservatory, The College of Liberal Arts, and Kean University at various college fairs and theatre festivals.
- Create and manages social media accounts for the Kean Theatre Conservatory.
- Develop and manage the Conservatory quarterly Newsletter
- Directed Peer Theatre for New Student Orientation 2016 & 2017
- Create and direct a three day devising workshop for incoming theatre students

### **RELATED EXPERIENCE**

#### **NEW YORK UNIVERSITY**

*Summer 2018-Spring 2019*

*Costume Designer/Assistant Costume Designer*

- Worked to create and buy costumes for two casts of 15 to 20 people within a given budget, and stayed under budget for both productions.

#### **KEAN UNIVERSITY**

*2011-2014*

*Kean Theatre Council*

- Organized Broadway Bus Trip, two student produced productions, four Gala events, a Cabaret, and an end of the year Banquet during my term as President with Kean Theatre Council.
- Restructured the budget to create room for new opportunities for theatre students.

### **TEACHING EXPERIENCE**

#### **PREMIERE STAGES** *Summer 2019*

- Created and taught a curriculum for Camp Premiere: Theatremakers focused on the basics of performance, playwriting, storytelling, and improvisation.

#### **NEW YORK UNIVERSITY** *Fall 2018-Spring 2019*

- Created a college level Intro to Devising curriculum
- Directed a 10 minute scene with the NYU Youth Ensemble
- Taught a high school theatre workshop while in Yauco, Puerto Rico

#### **ENVISION THEATRE** *Spring 2018-Present*

- Created and taught a 10 week Broadway Musical Theatre class for 7 & 8 year olds through Envision Theatre
- Created and taught a workshop on clowning and the fool characters for high school students.
- Created and taught a workshop for high school students on Physicalities, Archetypes, and Stock Characters.

#### **INTERNATIONAL THESPIAN SOCIETY- NJ & NY**

- Judged and provided constructive feedback for students competing in various areas of competition.
- Created and taught a workshop on devised theatre for high school students

### **EDUCATION**

#### **NEW YORK UNIVERSITY**

*Master of Arts in Educational Theatre for Colleges and Communities, 2019*

#### **KEAN UNIVERSITY**

*Bachelor of Fine Arts in Theatre Performance, 2014*

### **HONORS & AWARDS**

- Recipient of the 21st Century Scholarship Award and the Nancy and Lowell Swartzell Scholarship
- Lenore Vaughn-Eames Award- for 3+ years of outstanding service to the Kean Theatre Conservatory
- Outstanding Ambassador Award 2014 -Kean Theatre Department
- Alpha Psi Omega and Lambda Alpha Sigma member 2012
- Kean University Deans List 2010-Graduation
- Herff Jones Gettysburg Yearbook Camp Experience: "I want you on my staff!" Award 2009