

Meredith Reitz Rosenbaum

mreitzrose@gmail.com | mreitzrose.com

Education

Valdosta State University
Valdosta, GA • May 2023
BFA Theatre Management
BFA Dance

Relevant Skills

Excellent Customer Service
Cash Counting
PCI Compliance Trained
Excellent Time Management
Task Driven
Proficient with Microsoft
Suite, Google Suite, and
Canva
Website Maintenance and
Creation with Wix and
Squarespace

References

Available upon Request.

Objective

Seeking a challenging and fulfilling career that provides an opportunity to utilize my management skills, highly motivated energy, and friendly nature in a growth inspiring and supportive environment.

Experience

Administrative Associate • New London Barn Playhouse • New London, NH
May 2023 – Present

- Successfully perform and coordinate within multiple departments on a rotating basis.
- Departments: Box Office, House Management, Company Management, Education, Marketing.
- Utilize Google Suite and OvationTix.

Social Media Coordinator • VSU Theatre & Dance • Valdosta, GA
July 2021 – May 2023

- Coordinate and delegate daily operations for content construction.
- Create and maintain content calendar and schedule.
- Design and distribute thematic content, on META.
- Capture photos and videos at events for content.

Box Office Manager/Treasurer • VSU Theatre & Dance • Valdosta, GA
August 2018 – May 2023

- Oversee daily box office operations with a staff of 20 individuals.
- Coordinate and create weekly schedules and meetings.
- Train new staff and cultivate good rapport within the team.
- Develop and maintain documentation through Microsoft Suite.

Box Office Treasurer • Peach State Summer Theatre • Valdosta, GA
May 2022 – July 2022

- Smoothly manage day-to-day operations for a rotating repertory theatre.
- Provide excellent customer service during interactions with theatre patrons.
- Utilize Microsoft Suite and TicketReturn.

Office Assistant & Dance Teacher • Valdosta School of Ballet
August 2019 – November 2022

- Create a friendly and welcoming environment in the office and the studio.
- Utilize Microsoft Suite, Canva, Squarespace and DanceStudioPro.
- Teach ages 18 months to 18 years in styles of ballet, jazz and tap.