

Elizabeth Actor

1025 West Johnson Street, Madison, WI 53706

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Education

Bachelor of Science in Theatre and Drama

5/20xx

Acting Specialist, Dance Certificate

GPA: 3.87/4.00

University of Wisconsin-Madison, Madison, WI

Work Experience

Hostess, Bluebird Restaurant, Madison, WI

8/20xx-5/20xx

- Supervised seating schedule, reservations, and cancellations for up to 100 customers
- Managed flow of customers to ensure minimum wait times and positive experiences
- Welcomed customers, directed them to tables, and answered questions about menu

Waitress, P.F. Chang's, Madison, WI

8/20xx-6/20xx

- Provided prompt and friendly service to promote return customers
- Trained 6 new employees on operating procedures and cash-out
- Recognized as Employee of the Month due to excellent customer service

Dance Instructor, Jazz Etc., Madison, WI

5/20xx-8/20xx

- Taught beginning jazz to 12 students aged 10-15 focusing on footwork and posture
- Instructed creative movement to children aged 4-6 emphasizing sensory awareness
- Choreographed 2 recital pieces to show student progress and performance skills

Box Office Assistant, Campus Arts Ticketing Box Office, Madison, WI

8/20xx-5/20xx

- Handled financial transactions and closed out register at the end of every shift
- Communicated knowledgably about performances to customers and recommended events
- Oversaw detailed records of tickets available and seating arrangements

Campus & Community Involvement

Volunteer, Children's Theatre of Madison, Madison, WI

9/20xx-12/20xx

- Led discussions about acting and performance topics for elementary school groups
- Directed 15 children during stage readings and scene breakouts
- Created mailings and contacted patrons to obtain funding for student scholarships

Member, InterMission Theatre, Madison, WI

9/20xx-5/20xx

- Acted in student-organized productions and promoted events to campus and community

Member, Undergraduate Theatre Association, Madison, WI

9/20xx-5/20xx

- Attended professional development events and performed in plays

Honors

Graduate with Distinction, University of Wisconsin-Madison

5/20xx

Honors in Theatre and Drama, University of Wisconsin-Madison

5/20xx

Dean's List, University of Wisconsin-Madison

20xx-20xx

Skills

Intermediate French proficiency, singing, dancing, acting, iMovie