**Carolynne L. Wilcox**

[**carowilcox@earthlink.net**](mailto:carowilcox@earthlink.net) ** 206.595.1927**

*Currently seeking opportunities in Public Relations, Marketing and/or Graphic Design.*

**Employment History**

**Freelance Theatre/Film Artist: Actor, Playwright, Producer, Graphic Designer, PR/Marketing Writer, Publicity, Video Assisting/Transcription**

2001-Present Contract Work, Various Organizations – Seattle, WA & Baltimore, MD, including:

* eSe Teatro
* New Amerikan Theatre
* Work-It Productions
* Flying Elf Productions
* Causality: The Webseries
* Chasm Productions

**PR Manager, Box Office/Office Manager, Double (XX) Fest Curator, Graphic Designer, SummerStage Registrar**

9/09-3/12 Stone Soup Theatre & Stone Soup SummerStage – Seattle, WA

Daily box-office & general administrative duties, marketing & public relations, managing interns & volunteers, writing copy & press releases, creation, maintenance and upkeep of theatre social networking/blog sites, website maintenance, editing, all theatre graphic design, orchestration & distribution of play submissions, registration for youth summer camps, etc.

**Co-Office Manager**

8/07-6/08 Yama Yoga Studio – Baltimore, MD Designed various flyers and marketing materials; front Desk duties; Daily check-in for yoga classes; managed and maintained studio databases

**Graphic Design & Marketing; Guest Artist Liaison & Enews Coordinator-Theatre Dept**.

9/05-5/08 Towson University-Baltimore, MD

Conceptualized and created print work for various dept productions, including ad for *American Theatre Magazine;* compiled weekly enewsletter and maintained enews group; prepared guest artist contracts and facilitated guest visits

**Department Coordinator, Humanities and Sciences**

10/99-8/05 Cornish College of the Arts-Seattle, WA Facilitated communications between faculty, students and department chair; designed new staff handbook for entire college, as well as a wide range of departmental documents and signs; acted as department liaison for campus move and hosting of national CLEA conference; helped plan and organize departmental as well as college-wide events; participated on several selection committees

**Freelance Graphic Designer, Contract Work:**

4/99-12/99 The Creative Group-Seattle, WA

* HealthComm International (updated brochures)
* Kathryn Harrison Designs (designed new logo and identity)
* American Association of Naturopathic Physicians (updated 1999 national catalogue)

**Designer/Editor, Substitute Senior Editor**

2/97-9/98 Nordstrom-Seattle, WA

Washington & Corporate Sign Dept

Designed, produced and edited a variety of in-store visual communications for the following departments: Brass Plum, Town Square, Encore, Point of View, Petite Focus, Cosmetics; substituted for senior editor during his absences/vacations; provided efficient and enthusiastic customer service to store managers and purchasers

**Records Specialist; Substitute Receptionist  and Records Administrator**

9/93-2/97 Puget Sound Clean Air Agency-Seattle, WA Maintained, organized and assisted in disclosing all Agency records; prepared and censored classified information in records for public disclosure; participated as a member of career development and strategic planning committees; wrote career column for weekly newsletter

**Education**

2008 Towson University-Baltimore, MD - Master of Fine Arts in Theatre, 4.0 Cumulative GPA

1996 Art Institute of Seattle-Seattle, WA - Certificate, Desktop Production, 3.7 Cumulative GPA

1992 U.S. International University, San Diego, CA - Bachelor of Fine Arts in Theatre, 3.5 Cumulative GPA

**Skills**

* Typing: 65+ wpm
* Excellent written, editing and oral communications skills

·       Press Releases

·       Web Content (Facebook, Twitter, Wordpress, etc)

·       Enewsletters via Constant Contact

·       Fundraising “ask” letters

* Extremely detail-oriented, organized and focused
* Well-versed in basic administrative procedures: telephone reception, email/snail mail correspondence, physical and electronic records maintenance, customer service, data entry and production
* Fluent in spoken Spanish; some French
* Macintosh and Windows literate:

·       Microsoft Office: Word, Excel, Powerpoint, Outlook

·       Adobe Creative Suite: Photoshop, Acrobat, InDesign, Illustrator, Dreamweaver

·       Macromedia Freehand

·       Ableton Live

**Internet Sites**

* Website: [www.carolynnewilcox.com](http://www.carolynnewilcox.com)
* Facebook: <https://www.facebook.com/carowilcox>, <https://www.facebook.com/pages/Stone-Soup-Theatre-Seattles-Only-One-Act-Theatre/88077680631>
* Twitter: <https://twitter.com/#!/CaroWilcox>, <https://twitter.com/#!/stonesouponeact>
* Wordpress: <http://stonesouptheatre.wordpress.com/>
* Youtube: <http://www.youtube.com/user/StoneSoupTheatre>
* Google Plus: <https://plus.google.com/u/0/117431188650755764033/about/p/pub>

***References & Supporting Documents Available upon request***