

**CHLOE PORTER**

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Chardon, Ohio 44024

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**OBJECTIVE**

To obtain an internship in Marketing, Public Relations, Education, Community Outreach, or a related field.

**EDUCATION**

**Baldwin Wallace University, Berea, Ohio**

Bachelor of Arts in Theatre-Acting and Directing, and Arts Management and Entrepreneurship, expected May 2018

*Additional Courses:* Financial Accounting, Managerial Accounting, Strategies in Public Relations

**EXPERIENCE**

**Geauga Lyric Theater Guild, Chardon, Ohio, 2015-Present**

*Marketing Intern*

- Develop marketing plan for organization
- Run Instagram, Snapchat, and Twitter marketing for organization
- Contact local businesses regarding advertising opportunities
- Create all show-specific in-house marketing materials

**Baldwin Wallace University, Admission Office, Berea, Ohio, 2014-Present**

*Data Entry Student Coordinator*

- Create schedule for all data entry student workers each semester
- Input dates for prospective students visiting the university
- Write postcards to prospective students to inform them of BW visiting their school
- Organize mailings to be sent out to prospective or enrolled students

**Chardon Tomorrow, Chardon, Ohio, 2017-Present**

*Intern*

- Compile business directory for the city of Chardon
- Create WedLocal database of wedding related business in Chardon
- Design marketing materials related to various organization events

**Geauga Lyric Theater Guild, Chardon, Ohio, 2015-Present**

*Instructor*

- Develop lesson plans for 6-8 week classes and summer workshops
- Direct education-centered productions
- Design costumes and sets for children's theater productions

**SPECIAL PROJECTS**

**Playhouse Square, Cleveland, Ohio, 2018-Present**

*Marketing Team*

- Design logo for production of tick, tick... BOOM!
- Design playbill stuffer for tick, tick... BOOM!
- Develop marketing plan for production
- Encourage ticket sales

**CAMPUS ACTIVITIES**

**Baldwin Wallace University, 2014-Present**

- Theatre Arts & Performance Treasurer, 2017-Present
- Arts Management Association Member, 2014-Present

**RELATED SKILLS**

Social Media Marketing  
Event Planning  
Customer Service  
Sales

Microsoft Office 2013  
Project/Time Management  
Customer Satisfaction  
EMAS Recruitment