

## Charis Ellett

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### Employment History

Stage Manager                    (Baldwin Wallace University, 2019-2023)

–In my four years at Baldwin Wallace, in addition to earning two degrees, I worked as a Stage Manager for eleven different shows. In these productions, I was responsible for the running of the performance, maintaining rehearsal spaces, and managing all crew members and backstage areas. I also have experience in stage managing off-campus productions.

House Manager                (Baldwin Wallace University, 2021-2023)

–During my junior and senior years, I was employed in my University's theatre department as a House Manager. In this role, I was responsible for maintaining the lobby and seating areas for theatre performances and other events, as well as managing the ushers, scanning in tickets, and assisting in customer service.

Box Office Staff                (Baldwin Wallace University, 2021-2023)

–During my junior and senior years, I was also employed in the theatre department's box office. Here, I was responsible for selling tickets, answering and returning phone calls, managing refunds and exchanges, and assisting in customer service.

Restaurant Manager    (Whit's Westerville, 2020-2022)

–After managing the Sunbury location for three years in high school, I started to manage the Westerville location in college. My duties as manager included managing other staff members, running big machinery, counting and handling money.

### Educational History

Baldwin Wallace University                    Graduated in May 2023

Bachelor's Degrees in Theatre: Stage Management & Creative Writing

### Skills & Interests

- Have been involved with theatre for fifteen years
- Hardworking and skilled problem solver
- Technologically fluent
- Impeccable collaboration and communication skills
- Developed organizational skills
- Seasoned customer service provider