
Caroline Lapinski she/they

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EXPERIENCE

Sharon Playhouse - *Theatre Administration Apprentice*

Summer Season 2024

- Create a casting database of 1,000 actors for the Sharon Playhouse
- Prepare research for various production and administration needs,
- Spearhead efforts in marketing, fundraising, development and the planning of special events.
- Produce the 2024 Writer's Playground New Work Festival

White House/Black Market - *Sales Associate*

December 2023-May 2024

- Interacted with customers, offering assistance and responding to queries about products and purchases
- Provided recommendations according to customer needs or preferences
- Located merchandise for customers and places orders, where necessary

Point Park University Library - *Library/Literary Assistant*

October 2021 - December 2023

- Supported operation of the Point Park University Library.
- Evaluated student work such as essays, scripts, and creative projects.
- Operated the library's coffee bar by making beverages and keeping track of inventory

Scranton Shakespeare Festival - *Junior Producer*

March 2022 - August 2023

- Assisted in the planning for a summer of repertory theatre which consisted of six productions
- Lead the company management component of the season which included facilitating housing needs, planning pay days, and assisting with keeping company moral high
- Ran the box office and front of house, making sure patrons were both safe and in good spirits for the duration of their time in the theatre.

Comprehensive Assessment Rehab Services - *Office Assistant*

March 2022 - August 2023

- Scheduled appointments for psychological testing and psychotherapy.
- Handled both accounts payable and accounts receivable. Maintained inventory and ordered
- supplies.
- Managed multiline telephone system and offered customer service as needed.

SKILLS

Office 365, Google Suite, Ticketsource, Canva Collaboration, Organization, Proofreading, Literary Editing and Evaluation, Script Analysis, Creative Writing, Problem Solving, Theatrical Leadership, Conflict Management, Organization

Education

Point Park University-BFA Theatre Arts: Playwriting Concentration

References

Jeramie Welch 412-495-0727

Emma DeFrange 412-304-2908

Lauren Rotante 571-325-9071

