

Lindsay Hardaway

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Professional Experience

Secretary

Inside Joke | August 2022 - May 2023

- Booked spaces for group performances and open mics
- Cultivate a list of performers for every week's show
- Work with other comedy troupes on collaborations
- Write and perform original stand up sets twice a week

Segment Producer

Breaking News - Emerson College | March 2019 - May 2022

- Wrote various comedic news segments every week
- Worked as a camera operator and stage manager when needed

Stage Manager

The Dish - Emerson College | March 2019 - March 2020

- Led talent performance reviews and discussed improvement strategies with each crew member
- Created efficient work schedules for the crew on a weekly basis
- Created and assembled studio set designs

Administrative Assistant

Covalent Health | June 2019 - August 2022

- Organized files, developed spreadsheets, and faxed reports
- Maintained positive working relationships with fellow staff and management.
- Administered physical and digital filing systems

Education

Bachelor's of Fine Arts in Creative Writing

Emerson College, Boston, MA | January 2019 - December 2023

Focused on creative writing, screenwriting, and comedic performance.

Key Skills

- creative writing
- screenwriting
- film production
- post production

Certifications

Jib camera operation

Emerson College April 2019

Sketch writing course completion

The Groundlings March 2024

Software

- Java Script
- Final Cut Pro