

City of Buckhannon Colonial Arts Center Board
6:00PM at Colonial Arts Center 48 East Main Street, Buckhannon, WV 26201
Special Meeting Agenda for Monday, March 21, 2022

- A. Call to Order
 - A.1 Moment of Silence
 - A.2 Pledge to the Flag of the United States of America

- B. Executive Session Per WV Code § 6-9A-4
 - B.1 Interview Selected Candidates for the Position of Managing Director

- C. Strategic Issues for Discussion and/or Vote
 - C.1 After Executive Session: Possible Action/Selection of Managing Director to Recommend to City Council for Consideration of Hiring

- D. Board Members Comments and Announcements

- E. Adjournment

Posted 02/18/2022

INTERVIEW SCHEDULE 03/21/2022
POSITION OF MANAGING DIRECTOR FOR THE COLONIAL ARTS CENTER
IN PERSON INTERVIEWS

COVID — 6:00 -6:40 PM —

AARON WASHINGTON —

COVID

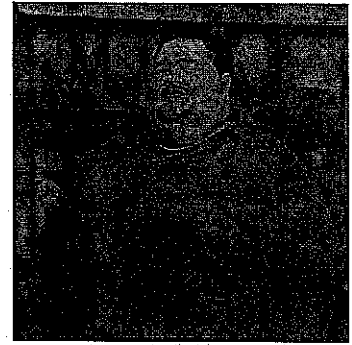
6pm

6:45 -7:25 PM

JASON A. YOUNG

Jason A. Young

723 Stout Street
Bridgeport, WV 26330
Mobile: (304) 203-3945
Email: VintageTheatreCo@gmail.com



BIOGRAPHY

Jason A. Young (he/him/his) is the Founding Producer & Artistic Director of The Vintage Theatre Company. Opened in 2012, The Vintage Theatre Company is dedicated to providing high quality theatrical education and professionally produced entertainment in West Virginia, while primarily featuring and uniting the many talented teaching and performing artists that call the Mountain State their home. Vintage Theatre Company is home to the state's premier comedy troupe, The Fearless Fools, and the state's only Shakespeare troupe, The Rustic Mechanicals, and light opera troupe, *Montani Cantanti*. Through a partnership formed in 2015 with Notre Dame High School in Clarksburg, West Virginia, the educational branch of the company, The VTC Academy, powers the award-winning Performing Arts Conservatory at Notre Dame High School, the state's only high school for the performing arts program. In 2020, The PAC at NDHS was awarded the National Federation of High Schools' Heart of the Arts Award for West Virginia.

VIDEO: PAC at NDHS Wins 2020 NFHS Heart of the Arts Award

<https://www.facebook.com/PACatNDHS/videos/266755917838794>

The Vintage Theatre Company and several of its individual programs were featured in The West Virginia Community Development Hub's "redefined" documentary series.

VIDEO: the vintage theatre company: community redefined

<https://wvhub.org/redefinedwv-the-vintage-theatre-company/>

A native of southern West Virginia, Jason has worked as a freelance actor and director all over the state and in neighboring and nearby states as far away as South Carolina. He has directed more than 60 productions over the last 15 years, and since 2000 his acting résumé boasts more than 30 roles as well as several award nominations.

Jason is the former president and current executive director of the West Virginia Theatre Association, an organizational member of the Southeastern Theatre Conference. He also serves as WVTA's State Audition Coordinator, and High School Festival Director. He is a member of the International Thespian Society, the Educational Theatre Association, and the Shakespeare Theatre Association, where he serves STA's Inclusion, Diversity, Equity, and Access (IDEA) Committee. In 2014 Jason was named to the *West Virginia State Journal's* Generation Next 40 Under 40.

In addition to his work as a theatre artist, Jason also serves as the Chair of the Board of Directors for The West Virginia Community Development Hub, and sits on the Board of Directors for The Cultural Foundation of Harrison County, and the Bridgeport Arts & Heritage Foundation. In his *free* time, Jason is "The Voice" of the Fairmont State University Lady Falcons basketball program, the director of the Irish Online Network (ION) at Notre Dame High School, and a contributing Arts & Entertainment Blogger for Connect-Bridgeport.com and Connect-Clarksburg.com. He resides in Bridgeport, West Virginia with his partner Sarah Young.

PROFESSIONAL AFFILIATIONS

American Association of Community Theaters
Educational Theatre Association
International Thespian Society
National Association for Music Education
Shakespeare Theatre Association
Southeastern Theatre Conference
West Virginia Theatre Association

- Executive Director (2018-present)
- President (2016-2018)
- State Screening Audition Coordinator (2014-present)

MANAGEMENT EXPERIENCE

2018-present	Executive Director	West Virginia Theatre Association
2016-2018	President	West Virginia Theatre Association
2015-present	Program Director	Performing Arts Conservatory at NDHS
2015-2017	Troupe Director	VTC's Fearless Fools
2014-2019	Theatre Artist in Residence	Notre Dame HS Theatre Department
2014-Present	State Audition Coordinator	West Virginia Theatre Association
2012-present	Founding Producer & Artistic Director	The Vintage Theatre Company
2009-2015	Theatre Artist in Residence	Bridgeport HS Theatre Department
2007	Artistic Director (Vice President)	Act 2 Theatre Company
2005-2006	Co-Founder & Artistic Director	Gateway Repertory Theatre

PRODUCING EXPERIENCE

2021	Xmas in Rep! <i>A Christmas Carol for 1</i> (world premiere) <i>The Twelve Dates of Christmas</i> (WV premiere)	The Vintage Theatre Company
2021	<i>Disney's The Little Mermaid</i>	Notre Dame High School
2021	The Performing Arts Conservatory <i>The Insanity of Mary Girard</i> <i>The Internet is Distract...oh look, a kitten</i>	Notre Dame High School
2021	The Rustic Mechanicals <i>Macbeth</i> <i>Hamlet (Apprentice Troupe)</i> <i>Twelfth Night</i> <i>Much Ado about Nothing</i>	The Vintage Theatre Company
2020	The Performing Arts Conservatory "Shakespeare's MixTape"	Notre Dame High School
2020	The Rustic Mechanicals <i>Twelfth Night</i> (reading) <i>A Midsummer Night's Dream</i>	The Vintage Theatre Company
2019	<i>Once on this Island</i>	Notre Dame High School
2019	The Performing Arts Conservatory <i>Application Pending</i> <i>Everyman in the Circus of Life</i>	Notre Dame High School
2019	The Rustic Mechanicals <i>Twelfth Night</i> (reading) <i>Measure for Measure</i> <i>Much Ado about Nothing</i>	The Vintage Theatre Company

	<i>As You Like It</i>	
	<i>Julius Caesar</i>	
2019	The West Virginia Comedy Festival	The Vintage Theatre Company
2018	<i>Little Women the Musical</i>	Notre Dame High School
2018	The Performing Arts Conservatory <i>wikkiTheatre</i>	Notre Dame High School
2018	The Rustic Mechanicals <i>Richard III</i> <i>A Midsummer Night's Dream</i> <i>The Comedy of Errors</i> <i>Hamlet</i>	VTC to GO
2018	The West Virginia Comedy Festival	The Vintage Theatre Company
2017	<i>Funny Business</i>	The VTC Academy Youth Troupe
2017	The Performing Arts Conservatory <i>Future, Here</i>	Notre Dame High School
2017	<i>Children's Letters to God</i>	Notre Dame High School
2017	The Rustic Mechanicals <i>Romeo & Juliet</i> <i>The Merry Wives of Windsor</i> <i>King Lear</i>	The Vintage Theatre Company
2017	The West Virginia Comedy Festival	The Vintage Theatre Company
2016	Montani Cantanti <i>Hansel & Gretel</i>	The Vintage Theatre Company/WVIHF
2016	<i>Hopping to America</i>	The VTC Academy/WVIHF
2016	The Performing Arts Conservatory <i>All I Really Need to Know I Learned in Kindergarten</i>	Notre Dame High School
2016	The West Virginia Playwrights Festival	The Vintage Theatre Company
2016	The West Virginia Comedy Festival	The Vintage Theatre Company
2016	The Rustic Mechanicals <i>The Tempest</i> <i>Twelfth Night</i> <i>The Merchant of Venice</i>	The Vintage Theatre Company
2015	<i>Charlotte's Web</i>	The VTC Academy Youth Troupe
2015	Montani Cantanti <i>The Telephone</i>	The Vintage Theatre Company/WVIHF
2015	<i>The Ogress Tales</i>	The VTC Academy/WVIHF
2015	West Virginia Comedy Festival	The Vintage Theatre Company
2015	The Rustic Mechanicals <i>The Taming of the Shrew</i> <i>Much Ado about Nothing</i> <i>Macbeth</i>	The Vintage Theatre Company
2014	<i>proof</i>	The Vintage Theatre Company
2014	The Rustic Mechanicals <i>A Midsummer Night's Dream</i> <i>Toil & Trouble</i>	The Vintage Theatre Company
2014	Montani Cantanti <i>Gallantry</i>	The Vintage Theatre Company
2014	<i>Love Letters</i>	The Vintage Theatre Company
2013	<i>Golden Horseshoe the Musical</i> (preview)	The Vintage Theatre Company
2013	<i>To Kill A Kelpie</i> (U.S. Premier)	The Vintage Theatre Company

2011	<i>The Guys</i>	The Vintage Theatre Company
STAGE DIRECTING EXPERIENCE		
2020	<i>Twelfth Night</i> (reading)	VTC's Rustic Mechanicals
2019	<i>Once on this Island</i>	Notre Dame HS Theatre Department
2019	<i>Julius Caesar</i>	VTC's Rustic Mechanicals
2019	<i>Application Pending**</i>	NDHS Thespian Troupe #196
2019	<i>Much Ado about Nothing</i>	VTC's Rustic Mechanicals Apprentices
2018	<i>Little Women the Musical</i>	Notre Dame HS Theatre Department
2018	<i>Hamlet</i>	VTC's Rustic Mechanicals
2018	wikkiTheatre	NDHS Thespian Troupe #196
2018	<i>The Comedy of Errors</i>	VTC's Rustic Mechanicals
2017	<i>Children's Letters to God</i>	Notre Dame HS Theatre Department
2017	<i>King Lear</i>	VTC's Rustic Mechanicals
2017	<i>Romeo & Juliet</i>	VTC's Rustic Mechanicals
2016	<i>Mary Poppins</i>	Notre Dame HS Theatre Department
2016	<i>Future, Here**</i>	NDHS Thespian Troupe #196
2016	<i>The Merchant of Venice</i>	VTC's Rustic Mechanicals
2016	<i>Hansel & Gretel</i> (opera)	VTC's Montani Cantanti
2016	<i>Always, Patsy Cline</i>	Buckhannon Community Theatre
2016	<i>The Tempest</i>	VTC's Rustic Mechanicals
2015	<i>Charlotte's Web</i>	VTC Academy Youth Troupe
2015	<i>You're A Good Man, Charlie Brown</i>	Notre Dame HS Theatre Department
2015	<i>All I Need to Know...in Kindergarten</i>	NDHS Thespian Troupe #196
2015	<i>Macbeth</i>	VTC's Rustic Mechanicals
2015	<i>The Telephone</i>	VTC's Montani Cantanti
2015	<i>Much Ado about Nothing</i>	VTC's Rustic Mechanicals
2015	<i>Peter Pan</i>	Bridgeport HS Theatre Department
2015	<i>The Taming of the Shrew</i>	VTC's Rustic Mechanicals
2015	<i>Seussical, Jr.</i>	Notre Dame HS Theatre Department
2015	<i>Sing Down the Moon**</i>	BHS Thespian Troupe #7549
2014	<i>HONK!</i>	Bridgeport HS Theatre Department
2014	<i>proof</i>	The Vintage Theatre Company
2014	<i>A Midsummer Night's Dream</i>	VTC's Rustic Mechanicals
2014	<i>Gallantry</i>	VTC's Montani Cantanti
2014	<i>Motherhood Out Loud!</i>	The Vintage Theatre Company
2014	<i>All Shook Up</i>	Bridgeport HS Theatre Department
2014	<i>Godspell, Jr.</i>	Notre Dame HS Theatre Department
2014	<i>Disney's The Little Mermaid, Jr.</i>	Bridgeport HS Theatre Department
2013	<i>Amahl & the Night Visitors</i>	Avery United Methodist Church
2013	<i>Godspell</i>	Bridgeport HS Theatre Department
2013	<i>Legally Blonde the Musical</i>	Bridgeport HS Theatre Department
2013	<i>Disney's Alice in Wonderland, Jr.</i>	Bridgeport HS Theatre Department
2012	<i>The Drowsy Chaperone</i>	Bridgeport HS Theatre Department
2012	<i>Footloose</i>	Bridgeport HS Theatre Department
2011	<i>The Sound of Music</i>	Bridgeport HS Theatre Department
2011	<i>Annie, Jr.</i>	Bridgeport HS Theatre Department
2011	<i>The Guys</i>	The Vintage Theatre Company
2011	<i>Oliver!</i> (Assistant)	West Virginia Public Theatre
2011	<i>Chicago</i> (Assistant)	West Virginia Public Theatre

2011	<i>Disney's High School Musical, Jr.</i>	Bridgeport HS Theatre Department
2011	<i>West Side Story</i>	Bridgeport HS Theatre Department
2010	<i>Annie (Assistant)</i>	West Virginia Public Theatre
2010	<i>The Wizard of Oz</i>	Bridgeport HS Theatre Department
2010	<i>Disney's 101 Dalmatians, Kids</i>	Bridgeport HS Theatre Department
2010	<i>Seussical the Musical</i>	Bridgeport HS Theatre Department
2009	<i>Joseph....Dreamcoat</i>	Bridgeport HS Theatre Department
2009	<i>Stuck Here With You 2*</i>	M.T. Pockets Theatre Company
2009	<i>Guys & Dolls</i>	Bridgeport HS Theatre Department
2008	<i>One Bad Apple</i>	Gateway Repertory Theatre
2008	<i>Stuck Here With You*</i>	M.T. Pockets Theatre Company
2007	<i>Clue: the Musical</i>	Act 2 Theatre Company
2006	<i>Joseph....Dreamcoat</i>	Gateway Repertory Theatre
2006	<i>I Love You...Change</i>	Act 2 Theatre Company
2005	<i>Godspell</i>	Gateway Repertory Theatre
2005	<i>The Rocky Horror Show (Assistant)</i>	Fairmont State University
2004	<i>Talking With...</i>	The BACKYARD Theatre Company
2004	<i>The Music Man (Assistant)</i>	FSU Town & Gown Theatre

STAGE PERFORMANCE EXPERIENCE

1776	Robert Livingston	FSU Town & Gown Players
1776	Edward Rutledge	Monongalia Art Center
<i>A Christmas Carol</i>	Fezziwig/Ghost of Present	FSU Town & Gown Players
<i>A Christmas Carol (Bway)</i>	Ghost of Christmas Present	West Virginia Public Theatre
<i>A Funny Thing...Forum</i>	Pseudolus	FSU Town & Gown Players
<i>A Midsummer Night's Dream</i>	Bottom	VTC's Rustic Mechanicals
<i>As You Like It</i>	Silvius, Jaques, et al	VTC's Rustic Mechanicals
CATS	Pit Vocalist	West Virginia Public Theatre
<i>Disney's Aladdin</i>	Jafar	West Virginia Public Theatre
<i>Don't Drink the Water</i>	Axel McGee	Act 2 Theatre Company
<i>Farmer's Market the Musical</i>	Mr. Buffalo	FSU Town & Gown Players
<i>Greater Tuna</i>	Arles, et al	FSU Town & Gown Players
<i>Gross Indecency</i>	Marquess of Queensberry	Fairmont State University
<i>Happy Days the Musical</i>	Manny/Count Malachi	West Virginia Public Theatre
<i>Honk!</i>	Bullfrog	FSU Town & Gown Players
<i>I Love You...Change</i>	Man 2, et al	FSU Town & Gown Players
<i>Jekyll & Hyde</i>	Bishop of Basingstoke	Act 2 Theatre Company
<i>Joseph....Dreamcoat</i>	Jacob/Potiphar	West Virginia Public Theatre
<i>Lysistrata</i>	Magistrate	Fairmont State University
<i>Man of La Mancha</i>	Sancho Panza	FSU Town & Gown Players
<i>Measure for Measure</i>	Pompey	VTC's Rustic Mechanicals
<i>Oklahoma!</i>	Jud Fry	FSU Town & Gown Players
<i>Oliver!</i>	Mr. Bumble	FSU Town & Gown Players
<i>proof</i>	Robert	Davis & Elkins College
<i>Remembering No. 9*</i>	Rev.	Fairmont State University
<i>Seussical the Musical</i>	Horton	FSU Town & Gown Players
<i>Something's Afoot</i>	Flint the Handyman	Act 2 Theatre Company
<i>Sweeney Todd</i>	Beadle Bamford	Act 2 Theatre Company
<i>The Merry Wives of Windsor</i>	Sir John Falstaff	VTC's Rustic Mechanicals
<i>The Music Man</i>	Charlie Cowell	FSU Town & Gown Players

<i>The Rocky Horror Show</i>	Eddie/Dr. Scott	Fairmont State University
<i>The Rocky Horror Show</i>	Dr. Scott	Buckhannon Community Theatre
<i>The Wizard of Oz</i>	Cowardly Lion	FSU Town & Gown Players
<i>Twelfth Night</i>	Sir Toby Belch	VTC's Rustic Mechanicals

* Original Work

** Regional & State Champions

FILM ACTING EXPERIENCE

<i>Back Fork</i>	Charlie's Brother	Dir. Josh Stewart
<i>Feast of the Seven Fishes</i>	Troubles	Dir. Robert Tinnell

EDUCATION

Communication & Theatre – Fairmont State University

AWARDS & ACKNOWLEDGEMENTS

KCACTF Nominated Actor

<i>Lysistrata</i>	Magistrate	Fairmont State University
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<i>Remembering No. 9</i>	Rev.	Fairmont State University
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PAPPY Award Winner (FSU)

<i>Lysistrata</i>	Magistrate	Best Actor	Fairmont State University
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<i>Oliver!</i>	Mr. Bumble	Best Supporting Actor	FSU Town & Gown Players
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West Virginia State Journal

2014 – Generation Next 40 Under 40

West Virginia Theatre Association

2015 – NDHS One-Act Ranked Platinum Superior

2016 – NDHS One-Act Ranked Platinum Superior

2018 – NDHS One-Act Ranked Platinum Superior

2019 – NDHS One-Act Ranked Platinum Superior

West Virginia Thespian Society

2014 – BHS One-Act Area & State Champions

2017 – NDHS One-Act State Champions

2020 – NDHS One-Act Area Champions

2021 – NDHS One-Act State Champions

SPECIAL SKILLS

Experience with Faith-Based Theatre, Experience with Theatre for Children and Families, Improvisation, Choral Singer, Radio Talk Show and Play-by-Play Experience, Valid Driver's License



CITY OF BUCKHANNON, WEST VIRGINIA, 26201

70 East Main Street, Buckhannon, WV 26201 • 304.472.1651

February 18, 2022

Jason A. Young
723 Stout Street
Bridgeport, WV 26330

Dear Mr. Young:

I am reaching back to you to inform you that you have been selected for the second interview for the position of Managing Director for the Colonial Arts Center. You have been scheduled to be interviewed by the Colonial Arts Center Board and City Council Members. Your interview is scheduled for:

In Person Interview:

Monday, March 21, 2022

Time: 6:45 PM

Location: At the M.I.B. Gallery in the Colonial Arts Center 48 East Main Street, Buckhannon, WV 26201. Parking is available at City Hall in the rear of the building and on Main Street.

Interviews will be conducted individually. The Board anticipates a 40 minute interview with you. Please feel free to contact City Hall at 304-472-1651 should you have any questions. Failure to appear at the interview time without advance notification of a conflict in the time will be deemed to equate to an expression of no further interest in the position.

Sincerely,

Amberle Jenkins

Assistant Recorder, City of Buckhannon



Teresa Summers <teresa.summers@buckhannonwv.org>

Aaron Washington Interview 3/21/22

1 message

Aaron Washington <aaronw4112@yahoo.com>

Sat, Mar 19, 2022 at 6:18 PM

To: "amby.j@buckhannonwv.org" <amby.j@buckhannonwv.org>, Amberle Jenkins <amby.jenkins@buckhannonwv.org>, Teresa Summers <teresa.summers@buckhannonwv.org>

Hi

I have spent the day at the hospital because I was suffering from what I thought was allergies but low and behold I have tested positive for covid. According to the rules or whatever I am quarantining now and have to for 5 - 7 days until a new test shows negative results.

I am so heartbroken and upset because I was very excited to meet everyone in person. I am hoping that I will be given a chance to reschedule.

Sorry for the inconvenience this will cause. Please let me know if rescheduling is an option.

Sincerely,

Aaron Washington



Teresa Summers <teresa.summers@buckhannonwv.org>

Interview this evening

3 messages

Amberle Jenkins <amby.jenkins@buckhannonwv.org>

Mon, Mar 21, 2022 at 7:23 AM

Reply-To: amby.j@buckhannonwv.org

To: Randy Sanders <randy.sanders@buckhannonwv.org>, John Waltz <waltz_j@wwvc.edu>, Erika Kolenich <ehklic@klielawoffices.com>, Alisa Lively <lively_a@wwvc.edu>, Teresa Summers <teresa.summers@buckhannonwv.org>, Robbie Skinner <robbie_skinner@buckhannonwv.org>, Pamcuppari <pamcuppari@aol.com>

All:

Mr. Washington was hospitalized Saturday with covid. He hopes he can be rescheduled. I told him I would let him know once I contact the Board.

From Aaron:

I have spent the day at the hospital because I was suffering from what I thought was allergies but low and behold I have tested positive for covid. According to the rules or whatever I am quarantining now and have to for 5 - 7 days until a new test shows negative results.

I am so heartbroken and upset because I was very excited to meet everyone in person. I am hoping that I will be given a chance to reschedule.

Sorry for the inconvenience this will cause. Please let me know if rescheduling is an option.

--

Amberle Jenkins
Assistant Recorder, Director of Finance and Administration
City of Buckhannon
304-472-1651 ext 1016

This message may contain confidential and/or restricted information. If you are not the addressee or authorized to receive this for the addressee, you must not use, copy, disclose, or take any action based on this message or any information herein. This message shall not be forwarded or distributed unless the sender consents to forwarding or distribution. If you have received this message in error, please advise the sender immediately by reply e-mail and delete this message. Thank you for your cooperation.

Picture

John Waltz <waltz_j@wwvc.edu>

Mon, Mar 21, 2022 at 7:41 AM

To: amby.j@buckhannonwv.org, Randy Sanders <randy.sanders@buckhannonwv.org>, Erika Kolenich <ehklic@klielawoffices.com>, Alisa Lively <lively_a@wwvc.edu>, Teresa Summers <teresa.summers@buckhannonwv.org>, Robbie Skinner <robbie_skinner@buckhannonwv.org>, Pamcuppari <pamcuppari@aol.com>

Thanks Amby—will Jason be able to start earlier at 6 or should we not arrive until 6:45?

[Quoted text hidden]

Amberle Jenkins <amby.jenkins@buckhannonwv.org>

Mon, Mar 21, 2022 at 7:48 AM

Reply-To: amby.j@buckhannonwv.org

To: John Waltz <waltz_j@wwvc.edu>

Cc: Amberle Jenkins <amby.j@buckhannonwv.org>, Randy Sanders <randy.sanders@buckhannonwv.org>, Erika Kolenich <ehklic@klielawoffices.com>, Alisa Lively <lively_a@wwvc.edu>, Teresa Summers <teresa.summers@buckhannonwv.org>, Robbie Skinner <robbie_skinner@buckhannonwv.org>, Pamcuppari



CITY OF BUCKHANNON, WEST VIRGINIA, 26201

70 East Main Street, Buckhannon, WV 26201 • 304.472.1651

February 18, 2022

Aaron Washington
1321 Wheatley Avenue Apt #1
Dayton Ohio 45405

Dear Mr. Washington:

I am reaching back to you to inform you that you have been selected for the second interview for the position of Managing Director for the Colonial Arts Center. You have been scheduled to be interviewed by the Colonial Arts Center Board and City Council Members. Your interview is scheduled for:

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Sincerely,

Amberle Jenkins

Assistant Recorder, City of Buckhannon

1321 Wheatley Ave Apt 1
Dayton OH 45405

aaronw4112@yahoo.com

Aaron Washington

Events Coordinator/Theatre Manager - Carrollwood Cultural Center

Dayton, OH 45405

aaronwashington86_vbc@indeedemail.com

+1 937 430 9359

Willing to relocate: Anywhere

Work Experience

Events Coordinator/Theatre Manager

Carrollwood Cultural Center

August 2015 to Present

- Plan, implement and handle all administrative duties for Carrollwood Cultural Center events.
- Budgeting, hiring and acquiring staff for all events.
- Oversee all aspects the day of events.
- Work with HOA's and Board of Directors to ensure the mission of the community is reached.
- As Theatre Manager I oversee play and musical selections with committee.
- Assist with hiring needed Artistic and Technical Staff.
- Implement new and creative initiatives to keep the theatre program relevant.

Actor/Director/Choreographer

Various contract companies

April 2009 to Present

- Works with organizations to direct and or choreograph theatrical productions
- Assist Directors with all the administrative and creative demands to mount productions
- Maintains a level of professionalism working with students and performers of all ages
- Perform professionally in corporate and community events

Revenue Specialist - Charge Poster

Florida Medical Group

March 2015 to August 2015

Post charges as received from multiple physicians and specialties

- Access hospital database systems to verifies patient's demographic and insurance information
- Ensure accuracy of all posted and charges items before sent for payment
- Uses E-Clinical Works

Liaison between nurses and coders filtering appeals accordingly

Ultimate Staffing Services - Tampa, FL

June 2012 to April 2013

Tampa, FL Jun 2012 - Apr 2013

MRT/ PIC Review

- Identified and trouble shoot discrepancies between scanned and uploaded claims
- Acted as a Liaison between nurses and coders filtering appeals accordingly

- Maintained an above average Quality Assurance score that kept bill resubmissions to a minimum
- Assist Team Leader/ Unit Managers with organizational needs and distribution of work

Administrative Assistant

Direct Medical Consulting - Tampa, FL

February 2011 to May 2012

- Assisted with on-site inspection and medical records audits
- Answered phones, set up appointments, organized paperwork and distributed information
- Responsible for filing and verifying insurance, assist clients with prep/scan/index charts
- Reviewed and corrected returned ERA's for medical clients

Accounts Receivable/Customer Service Associate

Modular Mailing - Tampa, FL

April 2009 to October 2010

- Supported and provided individualized sales and customer service
- Provided customer with product and service information
- Identified, researched, and resolved customer issues
- Researched and resolved billing and payment issues

Actor/Singer

Busch Gardens Theme Park - Tampa, FL

2007 to 2009

Performer in the shows at the Park. Multiple shows a day.

Theatre Manager

Wesley Community Center - Dayton, OH

2005 to 2007

- I worked daily to build the theatre program for the center by offering classes and producing and directing shows.
- I also reached out to potential businesses to gain sponsorship.
- I oversaw the audition process for actors and oversaw the interview process for administrative and technical staff.

Inbound Customer Service Representative

Ikon Office Solutions - Dayton, OH

2004 to 2005

Theatre Manager

Dayton Jewish Community Center - Dayton, OH

2000 to 2004

Education

Associate in Medical Billing and Coding

Ultimate Medical Academy - Tampa, FL

2011

B.A in Theatre Studies

Wright State University - Dayton, OH

Skills

- Theatre (10+ years)
- Customer Service Representative, (10+ years)
- Data Entry (10+ years)
- Supervising (10+ years)
- Event Planning (5 years)
- Event Coordinator (5 years)
- Event Management (5 years)
- Microsoft Office (10+ years)
- Supervising Experience (10+ years)
- Medical Coding
- Insurance Verification
- Medical Billing
- CPT Coding
- Experience Working With Students
- Budgeting
- Accounts Receivable
- Medical Terminology
- Medical Scheduling
- perf (10+ years)
- Directing Stage Plays (10+ years)
- Choreographer (10+ years)
- Actor (10+ years)
- Singer (10+ years)
- Theatre Management (10+ years)
- Artistic planning (10+ years)
- Casting Theatrical Productions (10+ years)
- Directing stage and film (10+ years)
- Dancer (10+ years)
- Creating Events (7 years)
- Teaching
- Medical Records
- Fundraising (10+ years)
- Leadership Experience (10+ years)
- Management (10+ years)
- Copywriting

- Social listening
- Branding
- Social media management
- Windows
- Volunteer management
- Logistics
- Nonprofit management
- Management
- ICD-9
- Classroom experience
- Marketing
- Negotiation
- AI
- Google Docs
- Human resources
- Administrative experience
- Hospitality
- Customer service
- Typing
- Production planning
- Public relations
- Event marketing
- Medical office experience
- Documentation review
- Constant Contact
- Project management
- Google Suite
- QuickBooks
- Property management
- Contracts
- Contracts
- Management
- Proofreading
- Business Development
- Contracts
- Hotel experience
- Front desk
- Data collection
- Meeting facilitation
- Leadership

- Databases
- Guest services
- Training & development
- Content Development
- Recruiting
- CRM software
- Management
- Program development
- Education and Instruction (10+ years)
- Youth Theatre Education (10+ years)
- Adobe Acrobat
- Upselling
- FileMaker

Languages

- English - Expert

Certifications and Licenses

Teaching Certification

Assessments

Teamwork: Interpersonal Skills — Proficient

April 2019

Resolving disputes, solving team problems, and understanding nonverbal cues.

Full results: Proficient

Front Desk Agent (Hotel) — Familiar

September 2020

Selecting hotel rooms based on verbal requests and identifying errors in hotel data

Full results: Familiar

Administrative assistant/receptionist — Proficient

July 2021

Using basic scheduling and organizational skills in an office setting

Full results: Proficient

Front desk agent (hotel) — Highly Proficient

August 2021

Selecting hotel rooms based on verbal requests and identifying errors in hotel data

Full results: Highly Proficient

Night auditor (hotel) — Expert

March 2021

Selecting hotel rooms based on verbal requests and identifying errors in hotel data

Full results: Expert

Customer focus & orientation — Familiar

May 2021

Responding to customer situations with sensitivity

Full results: Familiar

Management & leadership skills: Planning & execution — Proficient

April 2021

Planning and managing resources to accomplish organizational goals

Full results: Proficient

Data entry: Accuracy — Highly Proficient

March 2021

Entering data quickly and accurately

Full results: Highly Proficient

Teamwork: Interpersonal skills — Completed

September 2021

Responding to challenging team situations at work

Full results: Completed

Customer service — Highly Proficient

March 2021

Identifying and resolving common customer issues

Full results: Highly Proficient

Advanced attention to detail — Highly Proficient

August 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: Highly Proficient

Work style: Conscientiousness — Proficient

April 2021

Tendency to be well-organized, rule-abiding, and hard-working

Full results: Proficient

Verbal communication — Highly Proficient

March 2021

Speaking clearly, correctly, and concisely

Full results: Highly Proficient

Scheduling — Familiar

March 2021

Cross-referencing agendas and itineraries to avoid scheduling conflicts
Full results: Familiar

Work motivation — Highly Proficient

March 2021

Level of motivation and discipline applied toward work
Full results: Highly Proficient

Management & leadership skills: Impact & influence — Proficient

September 2021

Choosing the most effective strategy to inspire and influence others to meet business objectives
Full results: Proficient

Attention to detail — Expert

December 2021

Identifying differences in materials, following instructions, and detecting details among distracting information
Full results: Expert

Recruiting — Familiar

August 2021

Managing the candidate sourcing and selection process
Full results: Familiar

Work style: Reliability — Familiar

October 2021

Tendency to be reliable, dependable, and act with integrity at work
Full results: Familiar

Data entry: Attention to detail — Highly Proficient

March 2021

Maintaining data integrity by detecting errors
Full results: Highly Proficient

Work style: Professionalism — Familiar

September 2021

Tendency to be accountable, professional, open to feedback, and act with integrity at work
Full results: Familiar

Customer service fit — Familiar

July 2021

Measures the traits that are important for success for customer service roles
Full results: Familiar

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.