

Bonnie Q Harris

Personal Statement

Organized, hardworking, and dedicated individual with a BFA in Acting and MA in Arts Administration looking to continue working, collaborating, and flourishing in a supportive and creative environment

Work Experience

Business Manager

The Peoples Improv Theater (PIT)

October 2020 - August 2021

- Submitted grant applications, handled accounts payable and ran biweekly payrolls through ADP
- Supervised and tracked marketing analytics, partnership outreach, class promotions and corporate training

Office Manager

E4H Environments for Health Architecture

March 2019 - April 2020

- Generated copy alongside company's Brand Strategist for social media posts and website content
- Scheduled meetings, planned Lunch and Learns, organized workspace for meetings, Happy Hours, and events

Assistant to Artistic Director

Stonestreet Studios (New York University)

July 2018 - January 2019

- Managed advertising campaigns, press releases, newsletters, screenings, and Granite Awards Ceremony
- Developed innovative film pitches and decks for various distributors with studio's Director of Public Relations

Education

Baruch College

MA in Arts Administration (May 2019)

Weissman School of Arts and Science

- Areas of focus: Social Media Marketing and Advertising, Audience Development, Grant Writing, Budgeting
- Winner: Three Minute Thesis Competition (3MT)

New York University

BFA in Acting (December 2017)

Tisch School of the Arts

- Areas of focus: Stage and Film Acting and Production, Late Night Television Writing, Theater History, Economics
- NYU Tisch Fusion Film Festival member and organizer
- Graduated in 2.5 years

Contact Info



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Skills/Interests

- Public Speaking, Communication, Teamwork, Organization, Brand Development, Copywriting, Proofreading
- G Suite, ADP, Ajera, PatronManager, Mailchimp, Wix, WordPress Final Cut Pro, Adobe Photoshop & Premiere Pro
- Stand-up Comedy, Creative Writing, Celebrity Impressions, Improvisational Comedy, Sketch, Singing & Songwriting