

Bonnie Q Harris

EXPERIENCE

E4H Enviornments for Health Architecture

Office Coordinator, *Mar 2019 - Present*

- Overseeing the day-to-day management of office and events
- Organizing shipment and delivery of office supplies and plans
- Assisting company's brand strategist in social media postings

The Peoples Improv Theater

Marketing Intern, *Jan - Mar 2019*

- Monitored Salesforce analytics and created front end web development for posting new classes on PatronManager
- Created advertising content for classes and shows

Stonestreet Studios (NYU)

Social Media Manager, *Jul - Dec 2018*

- Generated and executed advertising campaigns, press release copy, and monthly newsletters for film festivals, in-house screenings, and the annual Granite Awards ceremony
- Developed innovative film pitches and decks for large distributors

Abrams Artists Agency

Youth On-Camera Talent Intern, *Sep - Dec 2017*

- Improved methods of organizing client information and scheduling
- Delegated contracts between talent agent, Bonnie Shumofsky, and entertainment networks including Netflix, NBC, and Amazon Prime

EDUCATION

Baruch College, New York, NY
Weissman School of Arts and Sciences
MA in Arts Administration, May 2019

CONSULTANCY:

- Developed marketing outreach and audience development plans for The Peoples Improv Theater (The PIT) and Upright Citizens Brigade (UCB), two NYC-based comedy venues
- Worked alongside Marketing Directors on daily social media materials, newsletters, and updating brand and website copy

New York University, New York, NY
Tisch Schools of the Arts
BFA in Drama, Dec 2017

AREAS OF STUDY:

- Acting (Stage and Film), Television Writing and Production, Creative Writing, US Theatre History, Web Design, Economics



ABOUT ME

My performing arts background has led to many interesting and valuable job experiences. I look to continue working in creative environments with other hardworking and driven people.

SKILLS & INTERESTS

I am proficient in Public Speaking, Social Media Managing, Copywriting, and Proofreading.

I am also interested in Creative Writing, Filmmaking, Photography, Brand Strategy, and Comedy (Stand-up, Sketch, and Improv).


COMPUTERS

I have experience using Microsoft Suite, G Suite, ADP Workforce Now, Ajera, Salesforce, PatronManager, Twitter, Facebook, Instagram, Squarespace, Mailchimp, Wix, Final Cut Pro, Adobe Premiere Pro, and Adobe Photoshop

CONTACT

 www.bonnieq.com

 Bonnieqhar@gmail.com

 516-382-6609

 [/bonnieqhar](https://www.linkedin.com/in/bonnieqhar)