

Christine Nicole LaBoy

Administration / Management

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Ny, 12589

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OBJECTIVE

An Ambitious young professional who has several years working in leadership and management positions in an array of forms from food industry to Live Entertainment events & Theatre. Possesses strong interpersonal skills and a desire for a career in a Management/Leadership position. A well organized, strategic thinker who has a strong will to learn, is productive, hardworking, ambitious, and adaptable.

EDUCATION

**State University of New York
(SUNY) at New Paltz,
New Paltz, NY**

- BA- Theatre Arts Tech & Design focus in Stage Management
- BA- Communications: Digital Media Production

Dean's List Recipient. Graduate Cum Lade.

**SUNY Ulster Community College,
Stone Ridge, NY**

- AS- Communications: Public Relations

Dean's List Recipient

LEADERSHIP

- Member of Alpha Psi Omega (APO)
- President of Theatre Tech and Design Associate (TTADA) Club
- Member of Student Admissions Ambassadors at SUNY Ulster
- Student Government Secretary
- Member of the Original Eleanor's Community College Emerging Leaders (ECCEL) Program
- Tour Guide
- Orientation Leader

EXPERIENCE

November 2018 – Current

Production Stage Manager/ Production Manager • New Paltz, NY • DENIZEN Theatre

Budgeting, Problem Solving, Scheduling, Company Management, Volunteer Coordination, Fundraising, Selecting/ Ordering/Purchasing Materials, Overseeing production processes from beginning to end.

May 2019

62nd Annual Emmy's Gala: Stage Manager • New York, NY • Visionary Elements in A/V

Time Management, Scheduling, Detail-orientated tracking.

October 2018

Stage Manager • New York, NY • Paul Michael's The Network

Working under pressure. Time Management. Working with a team of 100. Detail-orientated tracking of scripts, props, & people.

June 2018 – October 2018

Production Stage Manager • Lincoln, NH • Jean's Playhouse

Oversaw, supported and kept order among casts varying from 2-30. Supervised, supported and created plans for stage crews, assistant stage managers, board operators, etc. Ensured the director's and designer's visions are carried out and maintain them after production has opened.

January 2018 – February 2018

Production Manager Intern • New York, NY • Atlantic Theatre Company

Inventory tracking, Helping Manage Production Budgets, Shopper Skills, Decision Making.

COURSEWORK

- Marketing
- Public Relations
- Management
- Budgeting
- Scheduling
- Camera work
- Video Editing
- Base Photoshop
- Public Speaking
- Conflict Resolution
- Robert's Rules of Order

January 2017 – January 2018

Administrative Assistant • Highland, NY/Fishkill, NY • Aflac

Answering phone calls and taking messages. Helped track open enrollments for District Manager and Agents in the district. Send out emails with district goals per week. Helped Organize Resumes for applicants with Regional Manager Assistant. Assisted an client's with open claims. Filed claims and completed one day pay claims. Assisted with compiling folders for new accounts.

September 2015 – May 2018

Student Stage Manager/Production Manager • New Paltz, NY • SUNY New Paltz

KEY SKILLS

- Scheduling
- Tracking
- Organized
- Budgeting
- Event Planning
- Answering Phones
- Teamwork Skills
- Problem Solving
- Communication Skills

Learned and refined skills such as conflict resolution, delegation, goal setting and meeting those goals. Listening Skills, Creative Thinking, Multitasking, Public Speaking, Detail oriented note taking, Event Planning, Fundraising.

July 2016 – August 2016

Stage Management Intern • Auburn, NY • Finger Lakes Musical Theatre Festival & Merry Go Round Theatre

Learned basics in stage management such as blocking, tracking, scheduling and union base time management for union breaks. Learned how to follow Union rules for Actor's Equity Union. Music Tracking. Daily Reports. Project Management, Productivity, Team leadership. Strategic Thinking.

October 2014 – April 2016

Server • Newburgh, NY • T.L. Cannon- Applebee's

Familiarizing self with menu. Daily tasks include upselling, providing efficient, well organized, fast paced work. Costumer Service.

August 2009 - October 2014

Restaurant Shift Manager • Modena, NY • L-K Bennett Enterprises-McDonald's

Worked through the ranks from Crew Member, to Crew Trainer, to Shift Manager over the course of 3 years. 2 years as a shift Manager. Created and ran Crew events, Co-Manager of the Guest Services Department. Help take inventory each shift and count safe. Reported on daily events.

REFERENCES

**Available Upon Request