

Andres Martinez

~ andresmartinez.artista@gmail.com ~ andresmartinez.org

Profile: Collaborator, Risk-taker, Creative professional who is detail-oriented and motivated in accomplishing set goals. Communication and intermediate Spanish skills. Embrace challenges and values for self-development. Strives to learn and develop skills in all aspects of set career. Gains satisfaction from assisting others.

Education

King's College, Wilkes Barre, PA

Graduated: May 2019

- Bachelor of Arts in Acting and Technical Theatre
- Received Honors for Academic Achievement
- Received Marie F. Luksic Award for Theatre

Related Work Experience

Oregon Shakespeare Festival – *Interim Company Management Associate*

July 2022- February 2023

- Process all guest artist travel reimbursements in accordance with OSF and CBA guidelines.
- Coordinate and manage contact information for actors and other personnel as designated.
- Dedication to creative problem-solving with a customer service orientation.
- Facilitates travel and housing arrangements and updates pertinent information in scheduling databases.

King's College, Wilkes Barre, PA

Student Director

August 2016- May 2019

- Organize and promote Shakespeare competition, along with designing posters and website.

Theatre PR/Marketing Director

August 2016- May 2019

- Designs playbills and posters.
- Promotes productions and community outreach.

Other Work Experience:

Mom's Organic Market - *Operations MIT*

April 2020- October 2021

- Collaborate with team members on store's priority needs
- Create daily schedule, and completed timecards
- In- store training coordinator and donations coordinator
- Stock and maintains cleanliness of store, along with end of days operations.

Internships/Apprenticeships

National Theatre Institute – *NTI Apprentice*

October 2021- May 2022

- Assist with casting and scene assignments, and implementation of class schedule.
- Coordinate class materials for faculty and students
- Acting / Directing productions, as needed.
- Maintaining and organizing email correspondence, and virtual callboard

The Walnut St. Theatre – *Stage Crew Apprentice*

August 2019- March 2020

- Load In/Load Out of all mainstage productions
- Run Crew for the Musicals
- Worked alongside the carpentry, fly rail, audio, and lighting department
- Built shows at the offsite scene shop, and other duties as assigned.

Eugene O'Neill Theatre Center – *Lighting/Electrics Intern*

May 2019- August 2019

- Served as the ALD, AME, and Programmer on various productions
- Load In/Load out of various spaces
- Focused a variety of different productions

Skills:

- **Social:** Proactive, Adaptable, Responsible, Respectful, Organized, and Reliable.
- **Microsoft Office:** Excel, PowerPoint, Publisher, Word, and Outlook.
- **G-Suites:** Docs, Slides, Sheets, Calendar, Mail, and Drive.
- **Adobe Creative Suite:** Photoshop and InDesign.
- **Theatre:** Lighting, Season Central Interface, Stage Management, PR/Marketing (Creating Posters, Programs, and Media Releases), Costumes (Sewing), Carpentry (Basic Shop Knowledge), Scenic Art (Texturing, Staining, and Painting), and Valid Driver License.