

JACK ANGEL

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A: Los Angeles, CA 90024

| SKILLS

Project management	Strong analytical skills
Arts program coordination	Superior time management
Fundraising	Training and Mentoring
Complex problem solving	Employee Interviewing
Marketing	Orientation and Onboarding
Budgeting and financial reporting	Resource Coordination

| WORK HISTORY

Booth LLP Law Firm - Assistant/Front Desk Receptionist

Los Angeles, CA • 12/2022 - Current

Greeted guests at front desk and engaged in pleasant conversations while managing check-in process. Answered multi-line phone system to respond to inquiries and transfer calls to correct departments and personnel. Handled and processed important, time-sensitive documents with discretion and professionalism. Maintained files and records by implementing effective filing systems that boosted efficiency and organization.

Gotham City Los Angeles - Training Specialist

Burbank, CA • 09/2022 - 12/2022

Fundraised over \$10,000 for The Parker Project. Pitched an average of 250 people a day. Monitored participant workflow and behaviors throughout training process. Implemented systems to improve effectiveness and efficiency in fundraising.

Act III Theater Ensemble - Artistic Director

Los Angeles, CA • 07/2020 - 06/2022

Oversaw Creative Direction of student-run theater company. Conceptualized, advertised, produced, and cast theater, short-films, and concerts. Financially advised on productions of varying budgets. Oversaw rebranding of company as mixed-media, queer-centric production company.

UCLA Lake Arrowhead Lodge - Outdoor Activities Director

Lake Arrowhead, CA • 06/2019 - 09/2021

Designed and executed enriching programs for children and adults. Wrote, directed, produced and performed in three shows performed weekly. Led guests of resort and their children on outdoor adventures. Recipient of "Most Outstanding Student Staff Member" Award.

| PROFESSIONAL SUMMARY

Graduate of UCLA's School of Theater, Film, and television with practical experience in Project Management, Marketing, Fundraising, and Creative Production. Three summers working at UCLA's family alumni camp and attaining a management role leading and managing the activities of over 30 staffers. Former Artistic Director of Act III Production Company at UCLA. Experience in marketing for Non-Profits. Raised over \$10,000 for The Parker Project.

| EDUCATION

University of California - Los Angeles

Los Angeles, CA • 06/2022

Bachelor of Arts: Theater

Cumulative GPA: 3.69

Total Units Completed: 204

Involvement: Ray Bolger Musical Theater Program, Alpha Lambda Delta Honor Society, Anderson School of Management, Act III Theater Ensemble, UCLA Lake Arrowhead Lodge

Scholarships: Joel Siegel Fellowship (2020), John and Rosemary Raitt Scholarship for Musical Theater

| ACCOLADES

- UCLA Lake Arrowhead Lodge "Most Outstanding Student Staffer", 2021
- John and Rosemary Raitt Scholarship in Musical Theater, 2021
- Joel Siegel Fellowship, 2020
- Rollins-Luetkemeyer Scholar, 2018

| LINKS

- Creative Portfolio: <https://www.jackangelcreative.com>
- LinkedIn: <https://www.linkedin.com/in/jack-angel-460903201/>