

# **Erika Diefenbacher**

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## **Qualifications**

- Proficient in Microsoft Word, Publisher, Excel, Access and PowerPoint.
- Excellent communication and public relations skills.
- Performance experience in professional theatre/musical theatre.
- Hobbies include music, film, Pilates, and yoga.

## **Work History**

### **Remy Bumpo Theatre Company, Chicago, IL**

#### ***Marketing Intern*** (Fall 2009)

- Worked with marketing director on projects including press releases, e-mails to patrons, online and print advertising and company newsletter.
- Managed company website and social networking sites including Facebook, Twitter, Blogger and Constant Contact.

### **Webster University, St. Louis, MO**

#### ***Office Assistant*** (Summer 2009)

- Assisted with general office duties, including data entry, collating and copying documents, and telephone communications.
- Helped students and professors with advising and preparation for classes, and answered general questions.

### **St. Louis Shakespeare, St. Louis, MO**

#### ***Stage Manager*** (Summer 2009)

- Assisted director during rehearsals.
- Managed costumes, props and actors' entrances during performances.
- Operated sound board/music cues.

### **Charter One Pavilion, Chicago, IL**

#### ***VIP Staff*** (Summer 2007)

- Assisted and escorted venue guests to their correct seats.
- Answered general questions about the venue.
- Supervised the VIP section to ensure that guests' needs were met.

### **St. Louis Repertory Theatre, St. Louis, MO**

#### ***Theatre Marketing Intern*** (Spring 2007)

- Assisted in design and layout of promotional advertisement for children's theatre program.
- Compiled and organized spreadsheet of mailing addresses.
- Identified and contacted potential community collaborators.

### **Point Park University, Pittsburgh, PA**

#### ***Event Planner*** (Spring 2006)

- Planned, organized and executed college activities such as concerts, blood drives and sporting events.
- Promoted campus events with originally designed posters.

## **Education**

Anticipated Graduation December 2009

**Columbia College Chicago**

B.A. Psychology/Theatre