

Colleen Beasley

Profile

- Experience in film production, video editing, broadcasting, and stage management
- Knowledge in the use of light and sound equipment
- Dedicated worker, creative problem solver, and timely with communicating and organizing schedules
- Proficient in Adobe Premiere Pro and Q Lab

Education

Hanover College, Hanover, IN

Expected Graduation: May 2018

- Bachelor of Arts in Communication and Theatre
- Business Scholar

Vincennes University, Vincennes, IN

2010 – 2014

- Associates Degrees, General Studies and Science

Related Experience

Videographer/Editor, Communication Department, Hanover College

2015 – Present

- Produced two videos for the Levett Career Center and directed the entire project including filming locations, actor permission forms, and shot list
- Experienced in creating production reports, production timelines, and
- Worked as the Floor Director and shot live events for HCTV, the campus television station
- Designed promotional feature of the Theatre Department for Playfest
- Acted in the Sodexo promotional video for the Campus Center Dining Room
- Directed and edited a relationship abuse awareness video inspired by the Kennings Magazine
- Skilled in operating boom, lav and wireless microphones, arranging omni and soft lights, and functioning camera features such as iris, white balancing, and zebra

Stage Manager/Director, Theatre Department, Hanover College

2014 – Present

- Managed various duties for four stage productions including creating rehearsal reports, calling lights and sound cues, and leading production meeting with the department heads
- Assisted the stage manager for four productions by presetting the props, cleaning the costumes, and constructing the set
- Directed four actors in a featured play for the Hanover 10-Minute Plays
- Coordinated Playfest, a Hanover College theatre festival for high school troupes
- Experienced in designing, programming, and operating lighting and sound boards

Camp Shakespeare Intern, Kentucky Shakespeare

June – July 2017

- Developed lesson plans, led acting exercises, and conducted workshops as a co-instructor for children ages 13-15
- Co-directed and stage managed two 30 minute productions of *A Comedy of Errors*
- Filmed and edited a promotional video for the Kentucky Shakespeare summer program website
- Assisted in the student performances on Central Park stage

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Campus Work Experience

Senior Intern, Office of Admission, Hanover College 2017 – Present

- Promoted to Senior Intern in 2017 to work for the Admission Counselors and other office managers
- Coordinated all on campus group visits and acquired all resources and materials for the visit
- Prepared and presented Admissions presentations for visiting school groups
- Conducted formal interviews for visiting prospective students
- Contacted applicants and schools for compiling application requirements
- Traveled to off campus locations to promote Hanover College at booths and fairs

Hall Director, Office of Residence Life, Hanover College 2015 – Present

- Received First-Year Resident Assistant of the Year 2016
- Promoted to Hall Director in 2016 to manage three residence buildings and recently promoted to manage five residence building for 2017-18 academic year
- Assist in maintaining student organization budgets, directing student questions to the staff members in the Office of Student Life, and oversee the student shuttle sign-in logs
- Trained in CPR, First Aid, Title IX and Safe Zone workshops and maintained a 100% safety record

Student Ambassador, Office of Admission, Hanover College 2016 – 2017

- Led groups of prospective students and their guests on campus tours and provide them information about academic programs and campus life experiences
- Hosted prospective and admitted students for overnight visits, campus events, and classroom visits
- Experienced in various office tasks such as filing, preparing mass mailings, and making phone calls to high school guidance offices

Campus Involvement and Leadership

- **President**, Panhellenic Council 2017 – Present
- **President**, Theatre Club 2017 – Present
- **Member**, Mortar Board 2017 – Present
- **Charter Coordinator**, Alpha Psi Omega 2017 – Present
- **Class Representative**, Senior Committee 2017 – Present
- **Advertising Coordinator**, HCTV/Student Broadcasting Association 2016 – Present
- **Public Relations/Stewardship Coordinator**, Community Stewardship Initiative 2016 – Present
- **Vice President and Executive Event Coordinator**, Campus Activities Board 2015 – Present
- **Corresponding Secretary and Spirit Chair**, Alpha Delta Pi, Phi Chapter 2016 – 2017
- **Member**, Riley Dance Marathon Relations Committee 2015 – 2016
- **Advertising Coordinator**, Katherine Parker Hall Council 2014 – 2015