

Krista Grendze

Objective:

Seeking employment in project management and business administration, with a focus on the arts and communication.

Education:

Hanover College

- Pursuing Bachelor of Arts, expected graduation May 2020
- Major: English, Business Scholar Program
- Cumulative GPA: 3.75, Dean's List

Related Experience:

Volunteerism Intern, Newfields, May – August 2019

- Produced, edited and completed three training modules and presentations to be used in future onboarding sessions that illustrate the importance of volunteer/employee relationships
- Organized other interns' schedules and log-in information in volunteer database
- Updated volunteer information and hours when needed

Event Management Intern, IndyFringe Theatre Festival, June – August 2018

- Maintained and updated IndyFringe website with current and accurate information of productions
- Contacted performers participating in the festival and compiled and processed paperwork needed for housing and finances
- Oversaw box office ticket sales
- Published outreach notifications and posts on various community calendars and news sites

Stage Manager, Hanover College Theatre, October 2017 – Present

- Responsible for recording and providing feedback to actor's stage movement
- Oversaw stagehands and all backstage duties for placing props and equipment, giving queues for actors, light board operators and sound board operators

Archival Intern, Global Center for Latvian Art, Cesis, Latvia, August 2017

- Located and cataloged paintings in museum archives
- Conducted inventory of current works and updated museum's computer database

Office Assistant, Theatre Department, Hanover College, October 2016 – December 2018

- Reorganized Theatre Department Library
- Oversaw costume and prop maintenance
- Assisted cast members and crew with scripts, props, set construction, backstage work

Honors and Activities:

- Alpha Delta Pi Sorority, January 2018 – Present
 - Membership Education Vice President and New Member Coordinator, Fall 2018- Fall 2019
- Kennings Magazine Editorial Board
- Blythe Scholar, Crowe Scholar (Hanover College merit-based scholarships)