

Hana Eddib

She/Her | hanaeddib@gmail.com | NY

Experience

The Public Theater

Front Desk Attendant

October 2022 - July 2023

- Relayed information relating to upcoming programs/events/general Public Theater knowledge to guests/patrons
- Served as the point of contact for Public Theater staff on behalf of the Operations Department, communicating building maintenance and other requests
- Accepted mail/packages from mail carriers and managed distribution to appropriate department mail rooms
- Fielded outside inquiries and calls to appropriate staff members

Elon University

Performing Arts Department Assistant

March 2021 - May 2022

- Coordinated audition days for prospective students: conducted Q and A sessions, gave tours of facilities, organized and maintained audition schedule, ran auditions over Zoom
- Maintained contact with department alumni and facilitated any workshops/master classes with alumni
- Ran weekly department meetings
- Created and distributed weekly E-newsletter, promotional flyers, and alumni success spotlights

Teaching and Learning Technologies, Operations Team Lead

August 2021 - May 2022

- Managed the hiring process of new student consultants
- Created the schedule for the student staff including assigning open shifts, managing the trade board, and approving requested days off
- Facilitated communication between student staff and professional staff members
- Organized all staff meetings and training sessions for student staff

Teaching and Learning Technologies, Consultant

January 2020 - August 2021

- Assisted students, faculty, and staff with difficulties with the school learning platform Moodle, Microsoft Office 365 platforms, Zoom, Webex, and Adobe
- Submitted work tickets through TeamDynamix
- Consulted Professional staff on any tickets and problems that required further assistance

Primary Stages Theater Company

Marketing and Development Intern

June - August 2021

- Worked on short and long term marketing projects including social media pages, newsletter and email, and digital flyers
- Assisted in organizing financial and promotional information for fundraising events, namely the 2021 Gala
- Facilitated research to improve donor relations utilizing WealthEngine and Patron Manager

Education

Elon University, Elon, NC

Bachelor of Arts in Arts Administration and Bachelor of Fine Arts in Acting, *Magna Cum Laude*

Outstanding Senior Acting Award

E.C Hunt Jr. Performing Arts Scholarship

Skills

- Technology: Microsoft Office 365, Google Suite, Canva, Zoom, Webex, Slack, Microsoft Teams, iMovie, Notifii, Trello, ArtsVision, WhentoWork
- Social Media: Instagram, Facebook, TikTok, Youtube, Twitter, Snapchat, Pinterest
- Skills: Verbal/Written Communication, Organization, Time Management, Collaboration