

# SOPHIA DIPAOLO

## CONTACT

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## EDUCATION

**New York University (Class of 2023) 3.56 GPA**

BFA in Drama (with Honors in Drama) – Tisch School of the Arts

**Atlantic Acting School (2023)**

Acting/Theater Production Conservatory

## WORK EXPERIENCE

05/2023–Present

### Receptionist

**Vickie Lee Acupuncture & Jade Meridian Acupuncture** New York, NY

- Greets and checks in patients
- Assists with **email communication** between patients and practitioners
- Handles **patient scheduling** and **coordinates room booking** for practitioners
- Maintains the office and office inventory throughout the week

07/2023–Present

### Assistant Director of Theater

**Bayridge Sports and Theater Camp** Brooklyn, NY

- Created and implemented unique lesson plans for a variety of theatrical workshops for kids ages 5-14
- Stage managed a full length theatrical production including 45 kids ages 5-14
- Assisted in creating **Social media posts** and **advertising materials**
- **Built a TikTok Following of over 1,000 and gained 72k likes within 2 months**

04/2022–09/2022

### Executive Assistant to the Artistic Director and Production Associate

**Ardea Arts–Opera Out of Bounds** New York, NY

- Managed and updated **donor database** and **donations**
- **Created and managed LOAs for artists and talent**
- Engaged in all manners of administrative tasks involved in producing a contemporary opera and maintaining a non-profit, including **grant applications**
- Facilitated **communications with talent agents, artists, potential venues, donors, and more**
- Managed and updated **Social Media Accounts** and **Websites** for the Organization
- Handled Payroll for all W-2 and 1099 employees

## ADDITIONAL EXPERIENCE

01/2023–Present

### Co-Artistic Director

**LOVECHILD Theater Co.**, New York, NY

- **Leads all full company and administrative meetings**
- Facilitates the selection of all creative materials produced and all creative roles on productions
- Manages all **Fundraising** efforts including events, crowd funding and grant applications
- Handles **contracts** with **playwrights and venues**
- Acts as **Producer** on all of the company's full length productions

01/2023–Present

### Marketing Associate and Graphic Designer

**LOVECHILD Theater Co.**, New York, NY

- **Plans and creates all graphics** for company Instagram posts and Tik Tok
- Plans and creates graphics for all printed and digital production posters
- Created a company logo, word mark and color palette for branding
- **Increased Instagram following by 45% and Tiktok following by 33% in the past 4 months**

09/2023–10/2023

### Stage Manager of Hamletmachine

**Playwrights Horizons Theater School**, New York, NY

- Coordinated Rehearsal schedules and facilitated communication with cast and crew
- Attended each rehearsal and production meeting, taking notes and scheduling breaks
- Ran tech week and called all shows for the run of the production

## SKILLS

**Database Management:** Mailchimp, Etapestry, Notion

**Technology:** Adobe (Photoshop, Illustrator, Lightroom, InDesign, Premier Pro), Google Suite (Docs, Sheets, Slides, Forms, Calendar), Python, Javascript, Microsoft Suite (Word, Excel, Powerpoint, OneNote), Squarespace, Wix, Canva, Vientium, Square

**Theater:** Stage Management, Dramaturgy, Playwriting, Directing, Producing