

Catherine Heneghan

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Objective

Recent college graduate looking for an expanded experience in a dynamic professional team environment

Education

AMDA College of Performing Arts, Los Angeles CA
Graduated 2020 with BFA in Acting with Honors (typically top 20% of students)
Westmont High School, Campbell CA
Graduated 2017 with a GPA of 3.7

Skills

- Proficient with typical office software
- Managed cash flow spreadsheets
- Attention to detail
- Excellent verbal communication
- Problem-solving
- Stage combat - unarmed, broadsword, rapier and dagger

Work Experience

AMDA College- Costume Crew Team Member

July 2018- March 2020 Los Angeles, CA

Preparation and maintenance of a full costume inventory for a working theatre school
Worked quickly and efficiently in a high stress team environment

Discovery Charter School- Child Supervisor

March 2019- June 2019 San Jose, CA

Managed after school activities for K-8 students
Used positive discipline to solve problems and conflicts

Tilly's Clothing- Sales Associate

March 2019- June 2019 San Jose, CA

Efficiently processed inventory through retail software, organizing new stock
Balanced multiple tasks while assisting customers enthusiastically
Display arrangement

Sublime Gifts and Finds- Sales Associate

March 2018- May 2018 Los Angeles, CA

Operated cash register
Dealt with heavy flow of customers at Universal Citywalk
Effectively communicated information about a wide range of products

Westmont High School- Theatre Club Treasurer

August 2015- June 2017 Campbell, CA

Coordinated multiple fundraisers to provide students opportunities to attend a state wide event
Documented club finances accurately and securely handled thousands of dollars in cash