

Jane Greendale

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EDUCATION

Stony Brook University, Stony Brook, NY

M.F.A in Theatre Directing

May 2012

Boston University, Boston, MA

B.A. in English Literature, cum laude

May 2000

ADMINISTRATIVE EXPERIENCE

Bessemer Trust, New York, NY

Marketing Manager

2008-Present

- Maintain and distribute company marketing materials.
- Create new materials with design team.
- Manage three marketing interns.

Oak Hill Capital Management, New York, NY

Executive Assistant to COO and Managing Director

2006-2008

- Performed basic administrative duties for high-level executives.
- Arranged and managed client meetings, arranged travel itineraries, and manage confidential materials.

New York City Directors' Lab, New York, NY

Founder and Managing Artistic Director

2001-2006

- Founded and managed day-to-day business of publicly funded, semi-professional, nonprofit theatre company, producing six shows per year.
- Wrote grant applications, created and executed business plan, hired all guest artist, technical staff and teachers.
- Oversaw all aspects of production process for each show in the season. Created company mission statement, planned theatrical seasons, coordinated productions.

TEACHING EXPERIENCE

Marymount Manhattan College, New York, NY

Adjunct Faculty

2012-Present

- Teach Elements of Directing course to theater majors.
- Teach the history of directing, and guide students through practical directing exercises and assignments.
- Grade and evaluate students based on work and participation.

Theater Three, Port Jefferson, NY

Program Director

2011-2012

- Created and taught intensive curriculum of playwriting, directing, and acting for high school students, culminating in public performance.
- Mentored small groups of students and individuals and offered critical feedback of their work.

SKILLS

Computer: Microsoft Word, Excel, PowerPoint, Outlook, Sound Forge, Acid, Lotus Notes, QuickBooks, Final Draft, Corel Suite, Taleo; working knowledge of Dreamweaver, Quark, Bullet Proof, Adobe Photoshop and Premiere, Comfortable working on PC's or Macs

Languages: Basic speaking and reading knowledge of French and Swahili