

# AMANDA MILLER

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## ABOUT ME

Research-savvy pop culture enthusiast with a keen interest in analysis and a detail-oriented eye. A self-starter with strong interpersonal skills; always excited to collaborate.

## EDUCATION

Oklahoma City University  
BA in English Literature  
Minors in Directing, Lighting Design,  
and Theatre  
Class of 2019, graduated Magna Cum Laude

## EXPERIENCE

### **Literary Apprentice, Unicorn Theatre of Kansas City (August 2019-December 2019)**

- Prepared thorough research packets for actors, designers, and producers
- Proofread material for distribution to audiences, ensuring that all information, resources, and contacts were accurate
- Procured and maintained online submission database

### **Literary Apprentice, Ignition Arts of Oklahoma City (March 2018-May 2019)**

- Compiled potential discussion topics for post-show reflections, leading audience members in debates, games, and activities to support the thematic content of each production
- Organized production schedules, travel arrangements, hospitality, and printing services for out of town artists

### **Staff Writer- Oklahoma City University Student Publications (August 2018-May 2019)**

- Held a weekly opinion column with a focus on pop culture and current events stories
- Covered live events and utilized time management skills to conduct interviews and fact check information within a short window of time for news coverage

### **School of Theatre Production Intern- Oklahoma City University (August 2016-May 2019)**

- Oversaw over 50 productions as the primary House Manager, maintaining professional attitude and appearance during high-pressure situations
- Fostered professional relationships with Box Office staff, custodial staff, and campus officials to answer questions regarding the theatre spaces and the content of each production
- Completed School of Theatre administrative tasks with a team of students and staff members

## SKILLS

Microsoft Office Suite, G Suite, Mac  
Social media (Instagram, Twitter, Facebook, Tik Tok, Snapchat)  
Conversational Spanish

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