

# Caroline Kinney

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(she/her/her's)



## Profile

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I recently graduated from a DC acting conservatory and I am eager to act and involve myself with all aspects of the theatre community. I have over ten years of acting, vocal & dance training. I am a prolific writer, with experience running a past campus magazine and staff. I have host experiences at busy restaurants and a summer dinner theatre. I also raised money by phone to generate philanthropic support at a college I attended. I am proficient in Microsoft Office, Access, Excel and others (see Skills). My strong sense of social justice has translated into activism and a need for me to make the world a better place.

## Education

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**THE NATIONAL CONSERVATORY OF DRAMATIC ARTS, Washington D.C. (9/2020-12/2021)**  
Certificate of Acting, Acting & Theatre Arts; 4 Semesters Completed

**MUHLENBERG COLLEGE, Allentown, Pennsylvania (8/2017-5/2019)**  
Completed 20 credits towards a B.A. in Theatre with a Minor in Women's & Gender Studies

**LOUDOUN COUNTY HIGH SCHOOL, Leesburg, Virginia (6/2017)**  
Advanced Studies High School Diploma

## Experience

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**STAGECOACH THEATRE COMPANY — Ashburn, Virginia**

*Theatre Teacher, 1/2024 - Present*

Teaching classes in Youth Acting (ages 6-12) and Teen Acting (ages 13+). Responsible for providing children with an immersive, interactive theatrical learning experience. Giving them the tools & skills they need so that they can become a successful actor/performer.

**MONTESSORI COUNTRY SCHOOL — Herndon, Virginia**

*Primary Teaching Assistant & Aftercare Assistant, 8/2023 - 11/2023*

Assistant teacher to Mrs. Rehana Kashif, a lead Montessori teacher. Responsible for attending to the children's needs and preparing & cleaning the classroom before the students arrive and after their dismissed. Assisted in the aftercare program when school ends at 12:30p.m. for students who need to be cared for after the official school day is over.

**IMAGINATION STAGE — Bethesda, Maryland**

*Patron Services Associate, 10/2022 - 6/2023*

Front desk receptionist and Box Office associate assisting with ticket sales, guest experiences, customer service, rentals and semester classes. Responsibilities include sorting mail, closing the building and helping manage Tessitura—the ticketing technology used by IStage. Fulfill the House Manager position for productions and shows as well.

**MONTGOMERY COLLEGE SUMMER DINNER THEATRE — Rockville, Maryland**

*Actor & Stage Hand, 5/2022 - 7/2022*

Performed as an actor in Montgomery College's 45th Annual Summer Dinner Theatre Company (Little Women), worked as a stage hand (Falsettos), as well as worked as a front of house hostess before each of the shows where I ushered patrons to their respective tables for the buffet and dinner portion of this dinner theatre experience.

**MONTGOMERY COLLEGE SUMMER DINNER THEATRE — Rockville, Maryland**

*Actor & Costume Crew, 5/2019 - 7/2019*

Performed as an actor in Montgomery College's 42nd Annual Summer Dinner Theatre Company (Sweet Charity), worked in costumes (Spamalot), as well as worked as a front of house hostess before each of the shows where I ushered patrons to their respective tables for the buffet and dinner portion of this dinner theatre experience.

- Earned course credit for participating in MCSDT and was selected from 40 company members to perform in the annual cabaret at the end of the program.

**MUHLENBERG COLLEGE THEATRE & DANCE — Allentown, Pennsylvania**

*Wardrobe Crew for Dance Emerge 2019, 4/2019*

Helped organize, set, place and wash costumes for Muhlenberg Dance's annual spring Dance Emerge performance. Was responsible for keeping track of the dancers costumes & wardrobes—making sure there weren't any rips, tears or stains on each of the multiple costumes that the dancers would use for each performance.

**MUHLENBERG COLLEGE THEATRE & DANCE — Allentown, Pennsylvania**

### *Stage Manager for the Red Door Play Festival, 9/2018 - 11/2018*

Was the official stage manager for *The Boy Who Ate The Moon* by Jane Martin, directed by Ben Lefkowitz. One of the many one-act plays produced at Muhlenberg's annual Red Door Play Festival, a festival of student-directed and produced one-acts that runs every semester at Muhlenberg Theatre & Dance Department.

### **HER CAMPUS AT MUHLENBERG — Allentown, Pennsylvania**

*Campus Correspondent, 8/2018 - 8/2019*

Encompassed the role of Editor-in-Chief and President of the Muhlenberg chapter of the online college women's magazine Her Campus. Oversaw content, managed the writing staff and E-Board, and lead all events and fundraisers for our chapter.

- Her Campus Muhlenberg was nationally recognized as one of the chapters in the top 40% (Fall 2018).

### **THE THEATRE LAB SCHOOL OF THE DRAMATIC ARTS — Washington D.C.**

*Summer Camp Counselor, 6/2018 - 7/2018*

An intern at Theatre Lab's Summer Acting Camp for Kids. Counseling and mentoring the "Bravos," ages 6-8 years old; organizing improv games, helping them during their snack and lunch breaks, and making sure they always felt welcomed and happy.

- Helped direct and write a small play that they performed at the end of their session.

### **HER CAMPUS AT MUHLENBERG — Allentown, Pennsylvania**

*Senior Editor, 1/2018 - 5/2018*

Edited and uploaded all content submitted by the writing staff and took over for the Campus Correspondent if one was ill or had an emergency.

- Held writing workshops for staff writers to improve upon their writing skills for their articles.

### **MUHLENBERG COLLEGE THEATRE & DANCE — Allentown, Pennsylvania**

*Stage Manager for the Red Door Play Festival, 9/2017 - 11/2017*

Was the official stage manager for *Scar Tissue* by Gabriel Rivas Gomez, directed by Melissa Miller. One of the many one-act plays produced at Muhlenberg's annual Red Door Play Festival, a festival of student-directed and produced one-acts that runs every semester at Muhlenberg Theatre & Dance Department.

### **FRANKLIN PARK ARTS CENTER — Purcellville, Virginia**

*Volunteer, 7/2014 - 6/2017*

Volunteered helping to maintain order with patrons at different types of shows, plays, concerts, and musicals. Sold and tore tickets, handed out programs, sold concessions before the show and during intermission, and ushered people at concerts, theatre performances, and special events.

- Franklin Park Arts Center is Loudoun County's leading premiere arts center that hosts local, regional, national, and international artists, in all disciplines.

## **Skills**

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- Excellent people skills and work ethic
- Great creativity and enthusiasm
- Excessive theatre experience; good public speaking skills
- Trained vocalist; Soprano, range Eb3-Eb6—over 10 years (Musical Theatre, Classical, Pop, Jazz)
- Trained dancer—over 15 years (Ballet, Tap, Jazz, Modern, Hip-Hop, Musical Theatre)
- Tech savvy; proficient in Microsoft Office, Access, Excel, and PowerPoint; Proficient in Google Docs, Sheets, Slides, and Forms.

## **References**

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**Lisa Carrier Baker**  
Production Artistic Director  
Montgomery College Summer Dinner Theatre  
51 Manatee St.  
Rockville, Maryland 20850  
240-567-5301  
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