

MAKENZI COOLEY

NEW YORK CITY

KEY SKILLS:

- Expert in MS Office, Outlook, and MindBody
- Personal Assistant Experience
- Experience designing and organizing meeting agendas and planning
- Organizational skills
- Receptionist experience
- 6 years of hospitality experience

CONTACT INFORMATION:

347.255.2755

makenzilycooley@gmail.com

www.makenzicooley.com

REFERENCES

Sharon Harrah
Manager

502.386.8297

theloniousha@yahoo.com

Leslie Oberhausen
Louisville Ballet

502.931.7882

leslie@derbydinner.com

Tina Jo Wallace
Performing Arts Academy

502.419.8820

wallace@derbydinner.com

An eager redhead with a passion to change her community through storytelling and arts education.

Professional Experience:

Derby Dinner Playhouse (2015-2019)

- Production Assistant
- Costume Shop Assistant/Designer/Stitcher
 - Portfolio available upon request
- Assistant Stage Manager
- Performer
- Children's Theatre Performing Arts Academy Management (2 years +)

Louisville Ballet (2018)

- Assistant Stage Manager/Lighting Design
- Tech load in/load out
- Maintaining marley dance floors

Fund for the Arts Gala (2019)

- Assistant Stage Manager
- Tech load in/load out

Education:

Indiana University BA Communications