

Stephanie Moore

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Local Address

2310 Aldford Drive
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5124965208

Permanent Address

2310 Aldford Drive
Austin, TX 78745
5124965208

Education

Bachelor of Arts, English, August 2014

Minor: Honors Interdisciplinary Studies
Texas State University

MBA Candidate, Digital Media Management, August 2020

St. Edwards University

Experience

Grants and Philanthropic Partnerships, Lake Travis Film Festival

Grant writing and research, fostering philanthropic partnerships, and assisting the director of the festival

Additional Experience

Managing Director, The Filigree Theatre Company

Front of house duties, including ticketing, accounting, contracts, and SOP creation, grant writing, and producing events and plays, managing crews and casts.

Temporary Associate, Ashby Staffing

Receptionist and customer service related duties, answering phones and questions, distribution duties in a warehouse such as filling orders, gift wrapping, and boxing for the company

Sales Associate/ Assistant Manager, Dress Barn

Greet Customers, select items to aid in customers in purchases, manage freight to sales floor, reset sales floor and merchandising posters, create special orders, set changes to sales per newsletters and other visual manuals, manage cash wrap, and assist in phone inquiries from other stores, open and close the store.

Intern, Collier Talent Agency

File client information, update social media, create submissions in TalentPro for clients and update payment information, update client information on casting websites, research, and data entry,

Artist Services Senior Intern, Austin Film Society

Compiled newsletters monthly for Artist Services, responded to inquiries regarding Artist Services offerings such as Fiscal Sponsorship and Works in Progress Screenings, assist the Assistant Artistic Director in running Works in Progress screenings

Filmmaker Liaison, Austin Film Festival

Insure the filmmakers arrive at the correct conference panels and screenings on time, assist filmmakers and festival staff with red carpet events at the Paramount Theater, provide excellent customer service and carry out the expectations of the festival

Office Assistant, Moore and More Plumbing

Compiled and reconciled invoices and bills in Quickbooks, arranged schedules and processed the invoices in ESC, prepared and distributed newsletters monthly

Office Services Assistant and Receptionist, Asuragen

Maintained an office depot tracking inventory monitoring system, executed the distribution of incoming mail, prepared marketing mail outs packages, created Microsoft Office presentations, arranged travel for guests and employees

Skills

In-depth and working knowledge of Microsoft Office, excellent customer service skills, ability to stay calm under pressure, follow guidelines and deadlines, think quickly on my feet to problem solve.

Accomplishments

Medal of Hope- Leadership Institute Texas State University, May 2014
 Honor College Medallion- Texas State University, May 2014
 UNICEF Campus Initiative- Texas State University Founding Member, October 2013
 Leadership Institute Capstone Program Graduate, April 2013
 Alamo Bay Writers Workshop Published Writer, 2012
 Marquee Screening Filmmaker Liaison, October 2013 and October 2014

Film Experience

Drone Ship 9	Producer	Mehul Shah
Untitled Venice Thriller	Producer	Sarah Chatfield
Stolen Plans	Producer	Christine Chen
Blood For Hunger	Producer	Freddy Qaqish
Child Of Light	Producer	Elizabeth V Newman
Alaina's Wish	Producer	Morgan Murphy
Cover	Producer	Morgan Murphy
Nurse's Calling	Producer	Josh Vineyard
Hard-ish Bodies	Producer	Mike Carreon
Last Night	Co-Producer	Mike Carreon
Bye Bye Baby	1 st AD	Kat Albert
Love's Labours Lost	Co-Producer	Jake O'Hare, Jenny Sturley
A Room Full of Nothing	Set P.A.	Elena Weinberg
#ATown	Set P.A.	Elena Weinberg, Duncan Coe
Time Trap	Office P. A.	Ben Foster, Mark Dennis

Austin Film Society- Artist Services Intern Holly Herrick

Austin Film Festival- Film Screener (1), Screenplay Competition Reader (6), Filmmaker Liaison (8) Barb Morgan

South By Southwest Film Festival- Theater Manager (5) Lizzie Whittington

Theater Experience

Any Night- Los Angeles and Austin	Producer	EVN/Filigree Theatre
Betrayal	Producer & Set Design	The Filigree Theatre
A Delicate Ship	Producer	The Filigree Theatre
Trio	Producer	The Filigree Theatre
Miss Julie	Producer	The Filigree Theatre
Macbeth in The Dark	Producer	Past is Prologue Productions
When We Were Young and Unafraid	Producer	The Filigree Theatre
100 Planes- World Premiere Austin and Los Angeles	Producer	The Filigree Theatre
Cyrano de Beregerac	Producer	The Archive Theatre

Education- Bachelor of Arts- English with a Film Emphasis, Honors College Graduate- Thesis: Eastern European Cinema vs. Hollywood: Bosnian War Films at Texas State University