

# CHARLOTTE KRIEGER

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## EDUCATION

**University of Oklahoma**, Norman, OK  
Bachelor of Fine Arts, Major: Musical Theatre  
Expected Date of Graduation: 2025

**Interlochen Arts Academy**, Traverse City, MI (2020-2022)  
Major: Theatre

**Dreyfoos School of the Arts**, West Palm Beach, FL (2017-2020)  
Major: Theatre

## WORK EXPERIENCE

**Lyric Theatre of Oklahoma**, Oklahoma City, OK  
Producing Intern  
Current

- Assist casting coordinator in making breakdowns, choose audition sides for callback material, organize audition/callback schedule
- Organize company calendar, create rehearsal schedules, assist costume shop with organizing receipts and making returns, maintain costume/prop warehouse, copy and scan scripts

**Henderson Hogan**, New York, NY  
Talent Agent Intern

May 2024-August 2024

- Organized client files, drafted client resumes, imported project breakdowns, updated client resumes, edited social media content, and managed the office phones.

**Dance Community Club**, Tel Aviv, Israel  
Event Coordinator/Marketing Intern

May 2023-August 2023

- Established collaborations and researched event spaces.
- Managed event budgets and created promotional videos for the company's social media pages.

**Oklahoma Shakespeare**, Oklahoma City, OK  
Actor/Choreographer

May 2022 — June 2022

- Collaborated with the director and cast to create compelling characters and tell a story.
- Choreographed dance numbers, taught routines to the company, and led daily physical warm-ups.

**Jack and Charles's 118**, New York, NY

Server's Assistant

May 2024-August 2024

- Welcomed and greeted tables, managed setting up guests for each course, fired courses for a timely delivery, meticulously detailed and arranged tables.
- Provided crucial support to servers by efficiently running drinks, delivering food, polishing silverware, and resetting tables.
- Learned how to provide excellent service in a fine dining establishment.

**The Winston**, Norman, OK

Server/Hostess

September 2023-current

- Provided exceptional service to create an enjoyable dining experience for guests.
- Efficiently managed multiple tables and prioritized tasks according to each guests current needs.
- Communicated effectively with management and the kitchen to ensure each guests food is delivered seamlessly as they requested.
- Collaborated with fellow servers to help support them wherever needed to ensure a smooth dining experience for everyone.

## LEADERSHIP AND EXTRACURRICULAR EXPERIENCE

**Starstruck Theatre**, Stuart, FL,  
2011-2020

- Participated in multiple full-scale musicals, volunteered backstage, assisted instructing dance, and performed at various benefits and galas.

**French Woods Festival**, Hancock, NY,  
2011-2019

- Served as a Counselor in Training (CIT), leading younger campers, assisting teaching dance classes, assisting teachers, and performing in various musicals and plays.

## SKILLS

**Platforms:** BreakdownExpress, InEntertainment, Facebook, Instagram, Snapchat, Tik Tok

**General:** Organized, Outgoing, Good with public speaking, Good with communication, Efficient