

Samantha G. Harris

SGH

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Objective

Highly organized, motivated, creative, and dedicated human who is reliable, strong with communication, and great at balancing many responsibilities.

Skills

Leadership	Detail oriented	Adaptable
Great with people	Outgoing	Problem solver
Time management	Mentoring abilities	Social media management
Organization	Great public speaking	Customer service
Event production	Communication	Technology Troubleshooting

Experience

Creative Director

5/2021 to Present

SH Creative — Los Angeles, CA & Remote

Specializing in assisting creatives and entrepreneurs in brand strategy, social media content creation and engagement, as well as podcast management. Takeaways include strong communication, discovering trends, and mastering differing brand voices through various industries.

Senior Graphic Designer

01/2019 to Present

Tree of Life Synagogue — Pittsburgh, PA & Remotely

In charge of designing for all social media, signage, and newsletter images for congregation correspondence. I appropriately negotiate religious, political, and demographic standards for a congregation in the aftermath of a terroristic hate crime on their community.

Customer Support Specialist

12/2021 to Present

Magnetic Me — Remote

With exceptional time management skills and working in a different time zone from the rest of the company, I successfully balance multiple tasks to provide efficient resolutions of customer inquiries and issues in both independent and team-based work environments. Proficient in tracking shipping, warehouse, and product issues, I navigate various systems to provide accurate and timely updates to customers. I use my strong interpersonal skills, handling interactions with patience, empathy, and professionalism, ensuring satisfactory experiences for customer and maintaining a favorable perception of the company.

Acting Coach

10/2019 to Present

Freelance — New York City, NY & Remotely

Using my skills as a teacher and an actor to help prepare children and adults for a range of auditions. Successes include clients being cast in Professional and Community theatre as well as admittance into Performing Arts Middle and High Schools and Universities.

Program Assistant

6/2018 to 10/2022

Stella Adler Studio of Acting — New York City, NY & Remotely

Assistant to the director of the Musical Theatre program at Stella Adler. Oversaw scheduling, mass emails, and personnel issues. Knowledgeable about use and troubleshooting technology such as Zoom, Dropbox, Youtube, and Google Office. In charge of organizing rehearsal schedules and faculty meetings. Responsible for file organization and archival documents. Experienced with discretion and non disclosure for scheduling and entertaining high profile master teachers, students, visitors, and guests.

Director of Entertainment**8/2020 to 11/2021**

Point Breeze Veterinary Clinic — Pittsburgh, PA

Assistant to the owner of a successful Veterinary practice and in charge of workplace morale, client discretion, as well as day to day necessities such as shipping medications and monetary bank relations.

Event Producer**10/2018 to 12/2018**

Roots of Steel Benefit Concert —Pittsburgh, PA & Remotely

Originated the idea to produce a formal Benefit Concert and Silent Auction to help my community after a major tragedy. Put everything together in two months including tribute video by Senator Elizabeth Warren, 28 major musical acts (Emceeding for the evening by Billy Porter), and 88 items for the silent auction. Oversaw graphic design, ticket sales, and outreach to professional sports teams and local news outlets. Organized donations for the venue (Carnegie Museum's Music Hall), ticket agency (ShowClix), linens, meals (Aladdin's Eatery), show program, poster, and sticker printing. Oversaw organization and pricing for all auction items, schedule for rehearsal and tech day for all musicians, as well as performing in the concert that raised over \$72,000.

Drama Teacher**8/2016 to 3/2020**

PS11 After School Experience – New York City, NY

In charge of teaching Drama to Brooklyn students in grades K-5. Responsibilities include casting and directing a student production, teaching acting, responsibility, and teamwork to students of various ages from different backgrounds.

Administrative Assistant**11/2016 to 3/2020**

Douglas Elliman - New York City, NY

Front Desk weekend and vacation assistant at various luxury New Development sites around New York City. Responsibilities include making clients feel welcome and comfortable, scheduling appointments, and minor upkeep of sales gallery.

Nanny / Personal Assistant**8/2015 to 10/2021**

New York City Family – New York City, NY

Assisted multiple New York City families with their childcare and family needs. Responsibilities included picking children up from home or school and taking them to activities, shopping for the family, walking their dog, creative play solutions, discretion with sensitive scenarios, and cooking meals.

Social Media Manager**3/2018 to 4/2019**

DonorUp - New York City, NY & Remotely

Ran social media for a small philanthropic start up. Duties included engaging with customers, seeking out non-profits partnerships, and assisted on photoshoots for content.

Wardrobe Supervisor**8/2013 to 5/2015**

Baldwin Wallace University Costume Shop — Berea, OH

In charge of all costumes for main-stage plays, musicals, operas, and dance concerts performed at Baldwin Wallace University Department of Theatre and Dance. Responsible for the upkeep of all costume pieces and dressing rooms as well as assisting actors with costumes and quick changes.

Education

Baldwin Wallace University--- Berea, OH**5/2015**

Bachelor of Arts: Acting/ Directing

Minor in Music Performance

Pittsburgh Creative and Performing Arts High School**6/2011**

Major: Musical Theatre