

Brooke Caroline Burns

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EDUCATION

Marymount Manhattan College

May 2020

BA Theatre Arts, Concentration in Theatre Performance

3.77 GPA

Minors in Musical Theatre and Drama Therapy

LEADERSHIP

Book Brooke Princess Parties - Tri-State Area

Owner

October 2013- Present

- (Personal Business since 2016) visits to Elementary Schools and Preschools: advertising, self-promotion and booking, reading stories, playing games, singing songs, and teaching lessons on self-acceptance and following your dreams.

WORK EXPERIENCE

Let's Dress Up - New York, NY

September 2019 - Present

Party Hostess, Character Performer

- Organize character-themed parties for groups of up to 15 children, ages 3-7.
- Facilitate activities by helping children get dressed in costume and get hair and nails done.
- Supervise tea parties, musical activities, and storytime; teach etiquette lessons to children.
- Sing and perform as various Disney princesses.

Marymount Manhattan College - New York, NY

August 2018 - Present

Peer Leader

- Welcome new students to Marymount/NYC, and guide them through their Freshman year.
- Provide assistance to large scale events (400+) such as NYC Seminars and MMC 101 Workshops.
- Received multiple training sessions (Title IX, Drug and Alcohol Abuse, Socialization.)
- Help students in high pressure situations.

Cherry Hill Performing Arts Center - Cherry Hill, NJ

July 2018 - August 2019

Teacher

- Successfully blocked students in a production of *Peter Pan Jr.* (2018), and ran the sound board.
- Invited back to be assistant vocal director, ran the sound board, and blocked students in *The Lion King Jr.* (2019.)
- Led acting warm-ups and ice breakers, as well as vocal warm-ups before each show.
- Administrative tasks such as corresponding with parents, organizing snack/lunch times and ticket sales, and assisting lead director.

Moorestown Mall - Moorestown, NJ

April 2017 - April 2019

Easter Bunny

- Responsibilities included posing with/holding children, interacting with them, and making them feel comfortable.

Port Royale Grill - Wildwood Crest, NJ

June 2014 - August 2017

Waitress/Snack Bar Employee

- Head Snack Bar employee who trained others and kept track of inventory.
- Established cashier skills and experience with managing money.
- Multitasked between taking, preparing, packaging, and giving orders.
- Promoted to Waitress position and learned valuable customer service skills.

SKILLS

- Microsoft Office, Gsuite, Social Media Platforms (Facebook, Instagram, Twitter, Snapchat), iMovie, Sound Board.