

Annie Olwen Lewis

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SUMMARY

- **Problem Solver:** attentive to detail, quickly finds information, trouble shooter
- **Professional:** team player, effective verbal and written communicator, able to work independently, organized
- **Creative:** trained in performing arts (voice, piano, acting, dance) and visual design (scenic, lighting, costume)
- **Proficient with the following software:** Microsoft Excel, Word, Publisher, and PowerPoint, Adobe Photoshop, and Adobe Illustrator
- **Other:** American Red Cross Certified for Adult CPR/AED, Pediatric CPR, and First Aid, valid US Driver's License (VA), valid US Passport

EDUCATION

George Mason University **Fairfax, VA**
Forensic Psychology BA: Graduating: May 2020

Regent University **Virginia Beach, VA**
Theatre BA: Graduated May 2017

WORK EXPERIENCE

George Mason University Well-Being Lab **Fairfax, VA**
Research Assistant *May 2019 – Current*

- Conduct interviews with participants
- Assist with research projects
- Work on data collection and organization

Self Employed **Fairfax, VA**
Theatrical Electrician *31 July 2018 – Current*

- Participate in load ins, hangs, and focuses for theatrical productions
- Perform maintenance and repair on lighting equipment
- Wire practical lighting; Rig battens, side booms, and ladders
- Run channel checks; operate spotlights, and run lightboard for productions

Acting for Young People (AFYP) **Fairfax, VA**
Company Manager & Co-Lead Administrative Associate *20 September 2017 – 9 August 2019*

- Organize and supervise projects
- Assist to lead and supervise children in the program
- Create rosters, complete financial paperwork, and office paperwork

Fairfax Spotlight on the Arts **Fairfax, VA**
Event Manager *12 March 2019 – 12 May 2019*

- Logistic coordination, maintain RSVP list for Opening reception
- Organise and send out Festival related advertising and mailings
- On site contact for resident performing artist

George Mason University's Center for the Arts

Assistant House Manager

Fairfax, VA

26 September 2017 – 21 May 2018

- Maintained internal calendar for FOH events and personnel files for usher staff
- Created and shared recaps on staffing for billing purposes
- Supervised and coordinated ushers and the set-up team

Shawnee Summer Theatre of Greene County

Property Master, Administrative Assistant, and Electrician

Bloomfield, IN

May 2017 – July 2017

- Designed and built all handheld props for 6 productions
- Hung and focused instruments (lighting)
- Operated ETC light boards

Regent University

General Assistant to Lighting Designer

Virginia Beach, VA

Feb 2016 – April 2017

- Loaded in, hung, and focused instruments
- Performed general maintenance on lighting equipment
- Operated Strand and ETC light boards