

MARLO MYSLIWIEC

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Dallas, TX

Highly motivated professional with over 10 years of experience working in various creative industries, seeking a permanent position where strong management, administrative, customer service skills, scheduling, data entry, and reporting can be utilized while working independently or with a team in an arts organization.

EXPERIENCE

- City of Dallas
November 2019 - Present

 - ECONOMIC DEVELOPMENT COORDINATOR**
Performs a variety of administrative, technical, and professional functions in preparation of economic and community development plans, programs, and services. Assists with local and state permitting processes and provides research for special City development projects.
 - EXECUTIVE ASSISTANT TO ASSISTANT CITY MANAGER**
Provided administrative support, managed calendar and communication for meetings. Coordinated the Economic Development Committee. Served as a contact for constituents, Council Members, board members, and stakeholders with discretion and professionalism.
 - ADMINISTRATIVE ASSISTANT II**
Administered a variety of functions for a Department of 50+ employees. Scheduled interviews and created onboarding and exit processes. Redesigned and maintained the website. Created productivity tracking spreadsheets, protocols, and operating procedures.
- Assigned to City of Dallas through
CornerStone Staffing Temp Agency*

 - HOUSING COORDINATOR**
Assisted in coordinating, managing, and promoting City housing initiatives and programs. Analyzed the accuracy of contracts from initial review to final approval. Provided advice and information to constituents seeking financial relief and housing opportunities in the city.
 - OFFICE ASSISTANT**
Provided administrative functions for the Director and division. Responded to technical inquiries about programs, policies, and procedures. Arranged travel plans, coordinated meetings, conferences, and seminars for the division, and attended as a representative.
- Writer Wrong Podcast
August 2019 - March 2021

 - PRODUCER & PRODUCTION COORDINATOR**
Executed the production of a fiction podcast from initial concept to the release of the final episode. Provided script supervision, talent scouting, and oversaw recording sessions. Documented scene breakdowns, production schedules, and coordinated recording studios.
- Undermain Theatre
September 2018 - March 2021

 - AEA STAGE MANAGER**
Problem-solved and multi-tasked various responsibilities in a fast-paced environment. Created, maintained, and monitored files for pre-production, rehearsals, and performances to build a recorded prompt book. Abided by Actors Equity Association (AEA) Rules.
 - ASSISTANT STAGE MANAGER**
Primary support to the AEA Stage Manager, Producer, Director, design team, and cast during rehearsals and performance run. Show-running lights, sound, and special effects during live performances.
 - BOX OFFICE & CONCESSIONS**
Implemented the internal controls of daily operations for the Box Office and Concessions.
- Adolphus Spa
August 2016 - September 2018

 - SPA MANAGER**
Interviewed, trained, and supervised employees. Led and empowered team to make memorable experiences. Resolved guest concerns with excellent customer service.
 - LEAD FRONT DESK**
Welcomed guests, answered questions, and scheduled appointments. Served refreshments, maintained the cleanliness of the spa, and upsold additional services and products.

<p>A Room With A Clue July 2016 - March 2018</p>	<ul style="list-style-type: none"> • ASSISTANT MANAGER Managed guest experience and maintained and repaired the mechanisms of the escape room by problem solving and utilizing available tools.
<p>Luna Dance Company September 2008 - March 2016</p>	<ul style="list-style-type: none"> • DIRECTOR, DANCER, CHOREOGRAPHER, MUSIC EDITOR Fully produced monthly themed shows from concept idea to performance. Curated and edited performance music. Led rehearsals, choreographed, and taught dancers of varying technical abilities. Managed marketing and social media. Monitored and distributed payroll.
<p>Fox Sports Detroit April 2015 - March 2016</p>	<ul style="list-style-type: none"> • RECEPTIONIST Welcomed visitors, answered multiline phones and transferred calls. Reorganized the supply room and facilitated the yearly clean out of confidential financial archived records.
<p>Beach House Day Spa April 2015 - March 2016</p>	<ul style="list-style-type: none"> • RECEPTIONIST Greeted visitors and maintained relationship with regulars, catered to large parties, informatively sold merchandise, scheduled appointments, washed and folded laundry.
<p>Royal Caribbean International March 2013 - October 2013</p>	<ul style="list-style-type: none"> • DANCER & WIG SUPERVISOR Performed in shows, attended regular dance rehearsals, took notes and applied corrections in performances. Cleaned, styled, and repaired multiple wigs for two shows and a cast of 12.
<p>A Christmas Story The Musical November 2012 - January 2013</p>	<ul style="list-style-type: none"> • MERCHANDISE SELLER Welcomed and assisted guests with merchandise sales. Responsible for opening, closing, and restocking the kiosk. Managed and balanced cash and credit card transactions.
<p>Carnival Cruise Line June 2011 - August 2012</p>	<ul style="list-style-type: none"> • DANCER Performed in shows as lead dancer in various roles, cleaned and maintained show costumes and wigs. Hosted themed dance lessons and played a key role in the guests experience.

EDUCATION

Bachelor of Fine Arts - Major: Dance
Wayne State University
Detroit, MI | 2010

Jazz / Musical Theatre Certificate
The School at Jacob's Pillow
Becket, MA | 2008

PROFESSIONAL DEVELOPMENT

- LinkedIn Learning | *Various Educational Online Training Courses* | June 2022
- Data Society | *40-HR Data Academy* | November 2021
- Health Education Services | *COVID-19 Compliance Officer* | December 2020
- Year of the Stage Manager | *Deaf Artists in Conversation with Stage Managers!* | July 2020
- Theatrical Intimacy Education | *Best Practices* | July 2020
- Udemy | *Corporate Showcasing for Event Management Students* | July 2020
- United States Institute for Theatre Technology | *Various Educational Online Training Courses* | April - July 2020
- Broadway Stage Management Symposium | *Various Educational Online Training Courses* | April - July 2020
- American Red Cross | *Psychological First Aid: Supporting Yourself and Others During COVID-19* | June 2020
- Johns Hopkins University | *Psychological First Aid* | June 2020
- Actors Equity Association | *Various Educational Online Training Courses* | April - June 2020
- Stage Management Association | *Public Discussion: Intimacy Direction and the Stage Manager - An Introduction* | May 2020
- Theatre Art Life | *Various Educational Online Training Courses* | April - May 2020

*A full list of professional development and educational online training courses is provided at: www.marlomyśliwiec.com

KEY SKILLS

- Critical thinking and problem solving skills
- Effective time management and prioritization
- Exceptionally organized and detail-oriented
- Adaptable verbal and written communication skills
- Forbes trained customer service etiquette
- Proficient in Microsoft Office and learning new softwares