

Craig MacArthur Dolezel

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SUMMARY OF SKILLS AND EXPERIENCE

- Over 10 years experience in office support, public relations and artistic settings
- Implement delivery of service that intuitively fits client needs
- Exceptional written and verbal communications skills
- Extremely self motivated and able to multi-task and thrive in a fast paced environment
- Expert in Microsoft Office Suite and all major social media platforms

Administrative Professional Experience

Administrative Assistant, Multiple Temp Agencies, New York, NY

2005- 2017

Placements include: Resolve Productions, Columbia University (Provost Office), Standard Chartered Bank, Korn Ferry International, Benefit Street Hedge fund, Purpose.com

- Seamlessly assist 15+ senior partners at one time, provide timely individual care
- Process incoming communications (phone, video conference, e-mail, delivery)
- Coordinate office events, interoffice social gatherings, client calls and events
- Manage multiple calendars and coordinate both internal and external meetings
- Schedule conference rooms for local regional and international offices
- Generate complex travel arrangements for CEO'S, high level executives and business partners
- Prepare presentation materials (PowerPoint presentations, memos and other reference materials)
- Organize and maintain multiple finances, including processing of expenses reports, and invoices
- Update and maintain customer filing systems containing confidential information
- Organize international productions requiring a menagerie of tasks and deadlines
- Consult on the content, style and quality of client presentations and pitches with \$250,000+ budgets
- Maintain engaging multiple social media platforms and produce highly engaging content

Producer and Touring Admin, Resolve Productions, New York, NY

2015- Present

Tours: Stateside tour and International Irish Tour

- Liaise and discuss projects with financial backers - projects ranging from local work to international tours
- Hire key staff, including a director, creative and crew to create an effective team
- Balance strong personalities while guiding a talented team to focus on the final product
- Control the budget and allocate resources for stateside and international tours
- Procure insurance policies that comply with the requirements of host venues standards
- Organise touring schedules
- Read, research and assess ideas and finished scripts
- Build, develop and maintain a network of contacts
- Organize regular meetings with creative talent and financial backers in various geographic locations

Non-Administrative Professional Experience

2012-Present

Placements include: HB Studio CORE Conservatory, AMDA, NYU Atlantic Theatre School, Rutgers University, Freelance Voice/Speech/Presentation consultant

- Teach basic IPA (International Phonetic Alphabet) to adults, 18 yrs. - 40 yrs.
- Help students identify and manipulate the physical elements of speech
- Attend departmental meetings and provide individual feedback for each student
- Facilitate Individual meetings and coaching sessions with students
- Conduct in-depth interviews and written assessment reports on each student
- Implement classroom teaching tools while meeting standards of education required by department
- Guide the continued development and growth of the voice/speech curriculum
- Teach the fundamentals of Fitzmaurice Voice work culminating in a student proficiency
- Collaborate with colleagues to ensure departmental overlap and efficiency of classroom time
- Prepare verbal and written evaluations on 40+ students per semester
- Instruct clients on impromptu and prepared public speaking skills
- Lead workshops, group classes and individual tutorials
- Provide support and follow-up for individual clients in person, via phone, email and social media

EDUCATION

Certified Associate Teacher of Fitzmaurice Voicework®

M.F.A. Acting , Rutgers University, Mason Gross School of the Arts

B.A. *Summa Cum Laude*, Drama Studies, State University of New York, Purchase College