

Lisa Blankenship

350 Lincoln Place, Apt. 4G
Brooklyn, NY 11238
347-351-1721
lblankenship@gmail.com

EMPLOYMENT HISTORY

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| Linklaters | <i>6/00-</i> | Legal secretary responsible for proofing, formatting and creating camera-ready copy of prospectuses, pricing supplements and other offering documents. Additional responsibilities include training new hires on proprietary software and templates, and trouble-shooting Microsoft Office issues firm-wide. |
| Folding Chair Classical Theatre, Inc. | <i>3/01-</i> | Co-founder and producer of this 501(c)(3) non-profit theatre company. Responsible for creating fund-raising materials, editing program content and company website copy, and researching historical data for company's productions. |
| Future Media Concepts | <i>1/5/05</i> | Created and delivered presentations on Microsoft Office products at the annual Consumer Electronics Show in Las Vegas. |
| Lend Lease Real Estate <i>employed through Personnel Express</i> | <i>8/99-11/99</i> | Administrative assistant to Executive Vice President in marketing division. |
| Monster[less] Actors | <i>8/99-11/99</i> | Dramaturg for this theatre company's production of <i>Woyzeck</i> . Responsible for researching relevant topics, including in-depth research of early nineteenth century Germany. Also responsible for writing and editing program notes (writing sample available). |
| Revlon <i>employed through Personnel Express</i> | <i>8/98-11/98</i> <i>1/98-4/98</i> | Assistant to Directors of Human Resources for Revlon's field employees and on-site employees, responsible for all administrative duties and assisting employees with benefits and compensation issues. |
| Cincinnati Playhouse <i>Cincinnati, OH</i> | <i>9/96-5/97</i> | Assistant to the Director of Education, responsible for writing articles and putting together educational packets for the Playhouse's School Outreach Program, as well as scheduling and leading classes & workshops. |
| Ohio University <i>Athens, OH</i> | <i>9/95-5/96</i> | Taught three quarters of undergraduate Vocal Technique classes to students majoring in theatre and telecommunications; also interviewed and assisted students via telephone and mail for Ohio University's graduate theatre programs and assisted incoming students in locating housing. |

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SKILLS

Computer literate with particularly advanced skills in Microsoft Word, Excel & PowerPoint; also experienced with QuarkXpress, Windows XP and various email & calendar systems

Excellent communication skills; highly intelligent and creative problem-solver; enjoys working as a team-member; refined visual/aesthetic abilities; works well under a deadline; enjoys working with all sorts of people; excels at research and organizational activities; clear, dynamic and effective writer

EDUCATION

MFA from Ohio University School of Theatre
BA from University of Alabama

REFERENCES

Available upon request