

MAREE BEACH

Phone: 801-719-4735

E-mail: mareewilliams66@gmail.com

Website: mareebeach.wixsite.com/site

PROFILE

Enthusiastic planner and organizer with experience in various administrative responsibilities, program coordination, social media, retail and event planning.

EDUCATION

MFA IN ARTS
ADMINISTRATION

Southern Utah University (2019 - 2021)

BA IN THEATRE
ARTS WITH
HONORS

Southern Utah University (2013 - 2017)

- Summa Cum Laude
- Minors in Arts Administration and Film and Screen Studies

EXPERIENCE

RETAIL MANAGER
AND VIDEO EDITOR

Utah Shakespeare Festival (2021 - present)

- Acquired and learned a new point of sale system (Shopify)
- Designed and set up an online retail website
- Designed and purchased new inventory
- Catalogued new and existing inventory
- Created a manager and employee handbook
- Coordinated the shift calendar and assigned employee responsibilities
- Created numerous promotional videos for the 2021 season

BUSINESS
ASSISTANT

Utah Shakespeare Festival (2020 - 2021)

- Compiled a comprehensive and detailed full-time employee handbook
- Created and designed a new Cedar City welcome packet for seasonal company members
- Regularly updated the consolidated budget sheet for record keeping
- Created a full computer inventory database
- Helped in various other areas to prepare for the seasonal company

COMMUNICATIONS
ASSISTANT

Utah Shakespeare Festival (2019 - 2020)

- Managed three social media accounts and analyzed data
- Produced original content and communicated specific messages to the Festival audience through video and graphics
- Maintained a social media calendar for audience engagement
- Handled crisis communications during COVID-19 and the death of founder Fred C. Adams

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EXPERIENCE CONT.

PROGRAM COORDINATOR

Community Programs, Southern Utah University (2017 - 2019)

- Community Education
 - Coordinated the class logistics, teachers, registrations, communications, promotions, website, calendar and operations
 - Maintained the budget
 - Acted as the customer service point of contact
- Party in the Park (2018 and 2019)
 - Planned, organized and marketed the annual three-night community event with the Utah Summer Games
- Larry H. Miller Utah Summer Games Golf Tournament (2018 and 2019)
 - Planned and organized the annual tournaments including collecting sponsorships, donations, competitions, marketing and golfers
- Road Creek Inn
 - Managed applicable campus affairs as the campus liaison
 - Restructured and managed all Road Creek Inn reservations and payments
- Red Sky Rally (2017)
 - Coordinated event logistics, staff and volunteers

DIRECTOR

"The Casadei Project" (2016 - 2017)

- Directed, wrote and produced this short film to honor a major university donor
- Presented at SUU's Festival of Excellence and Southern Utah Museum of Art's "The Casadei Exhibit: A Legacy of Love"

POINT OF SALE ASSOCIATE

Kohl's (2013 - 2017)

- Participated in customer service responsibilities
- Trained onboarding employees on store procedures
- Built loyalty between customers and the store
- Earned recognition as top credit card seller

SKILLS & QUALITIES

- Planning
- Organization
- Communication
- Detail-oriented
- Customer Service
- Time Management
- Team Management
- Problem Solving
- Office Management
- Google and Microsoft software
- Budgeting