

# Elissa Shortridge

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## Experience

### Transwestern Commercial Services

#### **MARKETING ASSOCIATE**

**APRIL 2014 – PRESENT**

Marketing Associate for national commercial real estate firm. Designs and coordinates a variety of marketing collateral, including offering memorandums, brochures, HTML emails, and proposals. Writes press releases and coordinates with local PR firm on the distribution of announcements. Maintains project budgets, team websites, and contact databases. Provides administrative support, including filing of expense reports.

### Steppenwolf Theatre Company

#### **FRONT OF HOUSE**

**JAN. 2012 – JULY 2014**

Worked a variety of positions including House Manager, Concierge, and Bartender. Trained a new staff of volunteers each night to usher sold-out performances. Wrote nightly house reports, following up on the events of each night's performance from a front-of-house perspective. Provided assistance for the theatre's accessibility programming, including American Sign Language interpreted performances and Audio Described performances for the deaf and blind.

### Victory Gardens Theater

#### **GRAPHIC DESIGN ASSOCIATE**

**SEPT. 2012 – AUG. 2013**

Designed all print and web imagery for the promotion of the theatrical season including advertisements, animated web buttons, and multi-page mailers. Cultivated the brand's identity across a variety of materials, creating a consistent public image. Maintained and continually developed the organization's website. Worked within the marketing department to plan new strategies and cultivate group sales.

### Actors Theatre of Louisville

#### **GRAPHIC DESIGN INTERN**

**AUG. 2010 – MAY 2011**

Designed and produced publicity campaigns including posters, postcards, and mailings, communicating with multiple print shops for production. Sold tickets and promoted the theatrical season while at large on-site events including street fairs and festivals. Maintained website using WordPress, including the creation of new pages.

## Skills

### **ADOBE CS6, CREATIVE CLOUD**

InDesign, Photoshop, Illustrator, Dreamweaver

### **MICROSOFT OFFICE**

Word, Excel, PowerPoint, Outlook

### **DATABASE AND CMS**

Tessitura, WordPress, Microsoft SharePoint, Basecamp, Constant Contact, MailChimp

### **OTHER**

Basic American Sign Language

## Education

### **UNIVERSITY OF NEBRASKA**

Johnny Carson School of Theatre and Film  
Graduated May 2010

B.A. in Theatre Arts  
Emphasis in Theatre Management

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## References

Available upon request.