Rebecca Hermenze

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SELECTED EXPERIENCE

The Public Theater
Temporary Development Assistant, Sept. 2019 – Feb. 2020
- Maintained donor database for both Institutional Partnerships and Individual Giving teams
- Coordinated communications to Institutional contacts (foundation, government, corporate)
- Supported the execution of renewal and acknowledgement mailings
- Provided general administrative support for Individual and Institutional sub departments
- Assisted Partners of The Public with renewals, ticket bookings, and general inquiries

New York Theatre Workshop
Box Office Associate/Front of House Staff, November 2017 - Present
- Assists patrons in booking tickets and other customer service-related issues
- Works with administrative staff and production team in order to insure a smooth performance

Elevator Repair Service
Administrative Assistant, Jan. 2019 – Aug. 2019
- Assisted across various departments, including development, education, and producing
- Responsible for maintaining individual donor database
- Supported office staff in administrative tasks

Keen Company
Social Media Marketing Assistant, Jan. 2018 – June 2018
- Created graphic, videos, and social media content posted on Keen's social media
- Assisted with general office administration tasks and upkeep
- Helped to execute events such as opening nights and annual benefit gala

Paper Source
Customer Service Associate, Sept. 2016 – Aug. 2019
- Part-time customer service employee at both Upper West Side and Upper East Side locations
- Engaged with customers on a personal level, maintained the stock room, worked with teammates to create a welcoming artistic environment

EDUCATION

Marymount Manhattan College, Class of 2019
Double Bachelor of Arts, Communications and Theatre History
- GPA: 3.365/4.0
- Recipient of the Senior Research Seminar Award of Distinction
- Executive Board Member, Student Theatre at Marymount

ORGANIZATIONS
- Literary Managers and Dramaturgs of the Americas, 2018 – Present
  - Early Career member
- Ring of Keys, 2018 – Present