

Nova Odelle

novaodelle@gmail.com | Philadelphia, PA

PROFILE

Proven passion for arts and administration. Ability to work well under pressure and use critical thinking skills to make productive decisions independently. Experience working in multiple contexts towards a shared goal as a leader and team member.

EDUCATION

Hampshire College, Amherst, MA

Graduated 2020

Bachelor of Art, Liberal Arts | Concentration in Theatre & Literature

ADMINISTRATIVE EXPERIENCE

Compliance Specialist, *District 1199c Training & Upgrading Fund*, Philadelphia, PA

September 2023 - Present

- Manage an annual budget ranging from \$250,000 to \$500,000 while servicing 25-50 students
- Cross-reference documents uploaded to our financial team for timely reimbursement
- Run data reports using Excel and organize quarterly meetings to stay in compliance with our parent company's requirements
- Teach workshops on professionalism and resume writing
- Complete all tasks under Data Specialist as well

Data Specialist, *District 1199c Training & Upgrading Fund*, Philadelphia, Pa

September 2021 - September 2023

- Accurately and punctually entered time sensitive data to ensure funding for programs
- Completed multiple annual audits for both our parent company and for the state of Pennsylvania
- Completed and securely filed confidential student documents within government HIPPA regulations
- Recruited and registered students within the specific eligibility requirements for our Philadelphia Works grant
- Successfully assisted in lifting probationary status placed before my employment due to inaccurate data

Office Assistant, *Hampshire College*, Amherst, MA

September 2019 - March 2020

- Made spreadsheets using Excel to ensure all documents were correct
 - Filed and reviewed important documents for auditing purposes
 - Directed all visitors and phone calls to the appropriate party
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ARTISTIC EXPERIENCE

Assistant Director, *Eunoia Collective*, Philadelphia, PA

March 2024 - May 2024

- Shot short, comedic film, *When Pigs Dream*, that will screen on public TV in Philadelphia
- Created call sheet and organized rehearsals
- Co-created shot list with director and director of photography and slated each shot during filming
- Created dynamic and script-oriented choreography for the actors

Stage Manager, *Fringe Festival*, Philadelphia, PA

September 2022

- Edited technical script per changing needs of the performance
- Took detailed notes during rehearsal and gave feedback when needed
- Cued sound effects for rehearsals and made necessary adjustments

Director, *Hampshire College*, Amherst, MA

September 2018 - December 2018

- Produced full length version of Jose Rivera's *Marisol*
- Arranged rehearsals and meetings for both actors and production team
- Concurrently light designed for another show
- Independently recruited actors for auditions from within campus and local community
- Held comprehensive rehearsals where conversations around material were discussed

Teaching Assistant, *Hampshire College*, Amherst, MA

September 2018 - December 2018

- Helped build and guide curriculum for directing class
- Ran outside events independently to reinforce learning
- Held independent office hours
- Acted in multiple student's final project

Liaison & Delegate, *Hampshire College Theatre Board*, Amherst, MA

September 2017 - December 2018

- Participated in elected and student run board for theatre department
- Voted and negotiated budget proposals
- Participated in and facilitated important conversations relating to theatre department

****Held various performance and writing roles for stage and film***

SKILLS/SOFTWARE

Scheduling, Writing/Grammar, Production Knowledge, Microsoft Office, Share Point, POS Systems, Data Entry, G-Suite, Canva, Slack