

# Emily “Remi” Remmey

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## **EDUCATION**

Hamline University, St. Paul, MN

Degree: Bachelor of Arts, Bachelor of Business Administration. Major: Theatre Arts, Management. Minor: Nonprofit Management

GPA: 3.89, Dean’s List: Fall 2015 – present

## **WORK HISTORY**

### **HAMLIN UNIVERSITY THEATRE DEPARTMENT**

*Facilities Manager*

St. Paul, Minnesota

May 2018 – present

- Oversee operation of Anne Simley Theatre and ensure that all outside rental groups present their production safely.
- Hire and schedule all technicians and board operators.
- Provide technical support and advice to rental groups in the areas of lighting, sound, projection, rigging, and scenic design.

### **HAMLIN UNIVERSITY THEATRE DEPARTMENT**

*Assistant Production Manager*

St. Paul, Minnesota

Sept. 2016 – present

- Assist Technical Director with creating production schedules, managing department keys, reconciling credit cards, managing the budget, and keeping track of shop labor hours.
- Attend production meetings and follow up with shop managers to ensure they have the resources to accomplish tasks.
- Keep Student Employee files updated and ensure all are filling out self-assessments, goal sheets, and skill set forms.
- Assist the Box Office Staff with special event planning, selling tickets and hosting patrons on show nights.

### **HAMLIN UNIVERSITY STUDENT ACTIVITIES AND LEADERSHIP OFFICE**

*Special Events Programmer on Hamline University Programming Board*

St. Paul, Minnesota

May 2017 – May 2018

- Planned and executed five major scale events for students with between 200 and 500 attendees per event.
- Coordinated catering, the venue space, activities, set up/take down and between 20 and 50 volunteers per event.
- Managed a total budget of \$80,000.

### **HAMLIN UNIVERSITY SCHOOL OF BUSINESS**

*Dean’s Office Assistant Student Employee*

St. Paul, Minnesota

Sept. 2016 – May 2018

- Reserve spaces, conduct research, and update tracking sheets using multiple different platforms such as Word, Excel, Visio, PowerPoint, Banner, Virtual Desktop Interface, Pipeline, Blackboard, LinkedIn, and Google suite.
- Reconcile credit cards on the US Bank system for the Dean and other staff members every month.
- Successfully manage around ten ongoing projects and multiple time sensitive tasks while staying flexible to changing priorities.

### **MINNESOTA FRINGE**

*Development Intern*

Minneapolis, Minnesota

Sept. 2017 – Dec. 2017

- Assisted Associate Director in researching 300 foundations and creating a grants calendar based off findings.
- Became familiar with Business Catalyst while adding “opportunity” affiliations and updating donor information.
- Collected and synthesized information from six audience member and Fringe artist round tables during strategic planning discussions.
- Conducted preliminary prospect research for a number of unknown new donors.

### **YELLOW TREE THEATRE**

*Development Intern*

Osseo, Minnesota

May 2017- August 2017

- Assisted audience services team by researching potential donors and helping organize education programs.
- Became proficient in “Total Info” ticketing system while adding affiliations and running development audience reports.
- Attended Chamber of Commerce and Business Networking International meetings and gave effective “commercials”.

### **HAMLIN UNIVERSITY RESIDENTIAL LIFE**

*Resident Advisor*

St. Paul, Minnesota

August 2016 – May 2017

- Developed a positive living environment for thirty-four first-year women where all felt safe in their community.
- Designed and marketed student centered floor programs designed to promote education, diversity, health, and emotional and social understanding and growth.
- Implemented and enforced University Housing policies.