

ZOE RICO-BEAUBIEN

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SELECTED EXPERIENCE

Camp Administrator | ZACH Theater
May 2025–August 2025

- Monitored the success of the administrative intern.
- Monitored the edu dept. email and phone.
- Created email templates, weekly rosters, weekly performance schedules, morning/afternoon team time schedules.
- Processed camp registrations and additional purchases via Tessitura.
- Communicated with students, teaching artists, counselors, staff, and parents daily.

Lead Teacher | kidsActing Studio
December 2024–Present

- Created and implemented an engaging curriculum and rehearsal schedule.
- Worked with up to 28 co-ed students ages 7–14yrs.
- Taught the fundamentals of what is needed to create a theatrical production and what it means to be an actor.
- Created and taught all choreography for the production.
- Communicated with fellow Teaching Artists, KA staff, parents, and school staff daily.

Education Registrar | ZACH Theater
September 2024–Present

- Processed all class and camp registrations via Tessitura computer program.
- Participated in cross departmental communication & collaboration with both the Front of House and Education Departments.
- Communicated with parents, students, teaching artists, and admin staff daily.

EDUCATION

Missouri State University, Class of 2024
Bachelor of Science in Theatre
Minor in Communication Studies
Certificate in Interfaith Engagement

CERTIFICATIONS

Nat. Federation of State High School, 2025
Theatre Safety

Adult & Pediatric CPR/AED, 2024
American Red Cross

EXPERTISE

- Customer Service
- Classroom Management
- Creative Problem Solving
- Attention to Detail
- Clear Communication

REFERENCES

Chase Brewer | ZACH Theatre
Phone: Upon Request Only
Email: Cbrewer@zachtheatre.org

Jazz Miller | KidsActing Studio
Phone: Upon Request Only
Email: Jazmine@kidsactingstudio.com

Ashlee Finke | Laboratory Theatre Co.
Phone: (417) 340-1946
Email: AshleeFinke@gmail.com