

Danielle Jaramillo

1210 W. Adams Blvd. | Los Angeles, CA 90007
(503) 887-9037 | daniellejaramillo07@gmail.com

Qualifications:

- Superb work ethic: excellent time management, dedicated, passionate, responsible, reliable, and punctual
- Well Organized
- Experience using Microsoft Word, excel, cvent, sling, slate & slack
- Independent but also have the capabilities to work in a team
- Trained in technical theatre
- Valid California driver's license (Obtained in 2019)
- CPR certified

Education:

University of Southern California | Los Angeles, CA | Current Student working towards a BA in Stage Management & BA in NGOs and Social Change | Expected graduation Winter 2021

Cantwell Sacred Heart of Mary High School | Montebello, CA | Graduated Spring 2017

Prior Work:

Inner City Arts (2019)

- Assisted John Miyasaki in his collaborative piece by running sound cues, organizing rehearsals, creating schedules, and prop tracking

School of Dramatic Arts: University of Southern California

SM.....The Brothers Size Directed by Larry Powell (2019)

ASM.....Sunday in The Park With George Directed by Kelly Ward (2018)

SM.....Kentucky Directed by Tim Dang (2018)

ASM.....Love's Labour's Lost Directed by Kathy Dunn-Munzingo(2018)

ASM.....Eurydice Directed by Stephanie Shroyer(2017)

Circle Squared Collective

SM.....Terra Directed by Whitney and Ricky Pak (2018)

Children's Summer Theatre Program

Stage Manager (intern)
Montebello, CA
May 2014- August 2016

Responsibilities:

- Taking care of large groups of children ages 6-13
- Managing any problems that arose during performances
- Helped to design and create sets
- Provided information to parents
- Helped create activities for the children

Children's Summer Stage

Stage Manager
Montebello, CA
September 2016- August 2017

Responsibilities:

- Organization of Paperwork
- Coordination with parents
- Managing high school interns of the program
- Assisting the running of rehearsals and run-throughs of the show
- Running and coordinating a large team of people during the shows

University of Southern California Admission Center

Tour Guide/ Admission Ambassador
Los Angeles, CA
Began in October 2017

Responsibilities:

- Work with excel, Cvent, and Microsoft Word
- Give 90 minute tours of campus to groups of guests as large as 40
- Answer admission questions of perspective students and parents
- Schedule tours
- Answer phones
- Create business reports
- Coordinate with other departments on campus

