

ALYSSA CHARLESWORTH

Louisville, Kentucky · (502) 593-8827

Charlesworth.alyssa@outlook.com · www.linkedin.com/in/alyssa-m-charlesworth · www.alyssamcharlesworth.com

Education

University of Louisville – *Degree Spring 2023*

Bachelor of Arts - Individualized Major in Lighting Design

Academic Programs International - Florence, Italy - Spring 2022

Experience

Independent

Actors Center for Training *Joseph and the Amazing Technicolor Dreamcoat* Stage Manager June 2024

UofL *The 25th Annual Putnam County Spelling Bee* Lighting Designer Spring 2023

UofL *(re)Fashion* Assistant Stage Manager Spring 2021

Atherton High Theatre *Almost Maine* Light Board Operator Spring 2018

Wage

08/2022 to 05/2023 – *University of Louisville Housing* | Community Hall Assistance | Resident Assistant

Approximately Monthly 02/2024 – *Live from Studio 1A* | Event Manager | Event Coordinator | Light & Sound Engineer | AV Technician | Social Media Manager | Website Manager | Graphic Designer

08/2021 to 05/2023 – *University of Louisville Theatre Shop* | Production Team | Electrician | Technician

12/2019 to 01/2022 - *UPS* | Package Handler | Area Trainer

06/2017 to 01/2022 - *Fourteen Foods Dairy Queen* | Crew Member | Trainer | Team Leader | Traveling Manager | Associate Manager | Shift Manager

Skills

- Strong leadership skills, mentoring and developing teams for high performance.
- Effective delegation, ensuring accountability and productivity.
- Skilled in managing and motivating diverse teams to achieve organizational goals.
- Excellent verbal and written communication for clear, professional interactions.
- Conflict resolution and decision-making under high-pressure situations.
- Ability to build strong relationships and foster collaboration across teams.
- Proficient in budgeting, resource allocation, and financial oversight.
- Skilled in workflow optimization, logistics coordination, and project execution.
- Strong ability to multitask, prioritize, and meet deadlines in dynamic environments.
- Analytical thinker with a strategic approach to solving challenges.
- Quick and informed decision-making to enhance efficiency and performance.
- Strong attention to detail, ensuring accuracy and high-quality results.
- Committed to delivering exceptional customer service and maintaining client relationships.
- Skilled in handling inquiries, resolving conflicts, and improving customer satisfaction.
- Ability to adapt to changing business needs while maintaining service excellence.

Programs and Software:

ETC EOS

Adobe Premiere Pro

Adobe Photoshop

Dropbox

Adobe Illustrator

Adobe Acrobat

Vectorworks

Canva

Microsoft Office

OneDrive

Google Suite

Adobe Creative Cloud

Lightwright

QLab

Audacity

Microsoft Teams

Zoom

Google Drive