

# Gabrielle Rodríguez

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## EDUCATION

Iona University  
Bachelor of Arts in Arts Leadership, *Concentration in Theatre*  
Honors: *Cum Laude*

New Rochelle, NY  
May 2023  
GPA: 3.6

## RELEVANT EXPERIENCE

### Amas Musical Theatre

*Administrative Associate*

New York, NY  
Mar 2025- Present

- Manage office operations, including answering phones, organizing procedures, and maintaining correspondence with patrons.
- Oversee and coordinate studio bookings via *Peerspace*, phone, and email, scheduling staff via Sling.
- Support the Artistic Producer and Development/Outreach Director with administrative and operational tasks.

### Black Public Relations Society of NY

*Marketing/ Events Assistant*

New York, NY  
Feb 2025- Present

- Collaborate with the *Hispanic Public Relations Society of NY* to host the 2025 PR Pathfinders Summit at CCNY.
- Design social media graphics using Canva to promote orgs events and increase visibility on Eventbrite and Instagram.
- Manage and update contact lists in Constant Contact to improve communication and outreach efficiency.

### Theater for the New City

*Festival Venue Coordinator*

New York, NY  
August- Sept 2024

- Oversaw *Dream Up 2024* Festival plays and managed venue preparations.
- Coordinated scheduling and coordination for multiple performances between shows.
- Facilitated communication between artists, crew, and venue staff to address any issues promptly and effectively.

### White Plains Performing Arts Center

*Stage Manager/ Camp Counselor*

White Plains, NY  
August 2024

- Oversaw junior cast and provided medical treatment as per American Heart Association guidelines.
- Monitored backstage activities and props during performances to maintain order and efficiency.
- Organized and facilitated team-building activities for junior cast members to enhance group cohesion.

### Flamenco Latino

*Marketing Assistant*

Queens, NY  
Jul 2024-Oct 24

- Assisted with social media postings, marketing, and updating information on the organization's website and socials.
- Distributed surveys and directed audience members to the online survey at on-site events.
- Helped the Stage Manager with Load-in and Strike.

### Sonia Plumb Dance Company

*Marketing and Communications Associate*

Hartford, CT  
Mar 2024-Sept 24

- Managed and curated content for the company's social media platforms.
- Wrote press releases and newsletters to announce company news, performances, and community events.
- Designed visually appealing flyers and promotional materials using Canva.

## EXTRACURRICULAR ACTIVITIES

Member of the Delta Epsilon Sigma National Honor Society  
Stage Manager/Performer of the Iona University Theatre Ensemble (January 2021-May 2023)  
President of the Organization of Latin American Students (April 2022- May 2023)  
President of the Iona Singers (April 2021- May 2022)

## LANGUAGES AND SKILLS

Canva, VSDC Video Editor, Vista Social, Constant Contact, Affinity, Meta Business, Adobe Photoshop, Bilingual (English and Spanish), Microsoft Word, PowerPoint, and Excel (Intermediate), Google Suites (Intermediate), CPR/AED certified by the AHA, Childcare (Ages 4 and above) (Intermediate), Media & Public Relations (Intermediate)