

**TANYA MARTEN**  
**THEATRE MANAGEMENT RESUME**

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**PROFESSIONAL EXPERIENCE**

**THEATRE FILM**

**ACTORS REPERTORY THEATRE:** (1997-present)

Various locations including: Norfolk, VA (as Second Story Theatre); Chicago, IL; New York, NY

Position: Managing Director

- Oversaw all aspects of non-profit professional theatre company including:
- Coordination of people, staffing organizational units, vendor coordination
- Administration, budgets, bookkeeping, payroll, financial planning, resource allocation, fundraising, marketing, grant proposals, creation & maintenance of website [www.actors-rep.org](http://www.actors-rep.org)
- Renovation of facility, rental of facility and facility management

**SOULAR FILMS:** (2006-present)

Position: President

Oversee all aspects of film company operations including:

- Drafting and filing of corporate documents with state and IRS, Annual Reports
- Creation of Business Plan, Presentation Books for Investors, Budgets, Financial & Industry Overviews, coordination of people, staffing & vendors
- Creation & maintenance of websites [www.soularfilms.com](http://www.soularfilms.com), [www.euphorictendencies.com](http://www.euphorictendencies.com)
- Creation of production schedules, crew & cast calls, break-down of script, casting
- Post production editing & sound design, Creation & distribution of marketing materials

**CREATIVE ACTING COMPANY:** (1997-1998) New York, NY

(Theatre School) Position: Company Manager

- Responsible for and oversaw all facets of business including: student registration, enrollment and payment plans, rental set-up and payments, casting of films, QuickBooks and Payroll
- Managed staff of 25 (hired, trained, scheduled, gave tasks and reviewed after completion)
- Responsible for all public relations: created promotional materials, weekly newspaper advertisements and direct mailings

**CINE-PARIS:** (1994-1997) Los Angeles, CA; Film Repertory Company, (Stephen Mitchel, Kathy Carey)

Position: Staff

- Taught & coached Actors on marketing (pictures, resumes, selection of material, etc.)
- Sales of memberships, general administrative work, events
- Directed, wrote, cast and produced half-hour cable television shows.

**LOS ANGELES REPERTORY THEATRE:** (1993-1995)

Position: Volunteer

- Props, costumes, marketing, administration, fundraising, events, coordination of other volunteers

**THEAFILM:** (1996-1997) Chic Chicorelli, Michael Dutra  
Film Distribution Company, Los Angeles, CA, Position: Staff

- Drafting of marketing materials
- General administrative work, typing, phones, filing, accounting

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## **ADDITIONAL EXPERIENCE**

**TIDEWATER JEWISH FOUNDATION:** (4/00-8/01, 6/11-present) Virginia Beach, VA

Position: Associate Director of Marketing & PR / Marketing Manager

- Created, revised and implemented marketing plan (created direct mail timeline)
- Created newsletters (layout, design & copywriting) and power point presentations
- Researched, wrote and edited articles and information for Southeastern Virginia Jewish News, Renewal (in-house magazine), Annual Report, Newsletters
- Event Planning - coordinated, planned and implemented seminars and promotional dinners  
Oversaw all aspects of website [www.jewishva.org](http://www.jewishva.org) (research, design, copywriting & PR materials)

**GREENBERG TRAURIG:** (11/06-7/11) New York, NY

Position: Legal Secretary (Litigation)

- Documents including: Table of Contents, Table of Authorities, schemes, Adobe Acrobat and power point presentations,
- Court filings, scheduling of court reporters, videographers and depositions,
- Calendar maintenance and travel arrangements, correspondence, client and attorney files;
- Attorney time, billing, invoicing, expense reports, check requests and conflict reports, phones, Federal Express and shipping, e-fax, scans, copies and distribution.

**CHAPMAN & CUTLER:** (8/04-10/06) Chicago, IL

Position: Legal Secretary (Corporate & Securities), Mary Kay Greco, Human Resources

- Prepared legal documents including filings with Secretary of State, corporate incorporations, annual reports, stock purchase agreements, private placement memorandums, prepared of stock certificates, maintained stock ledgers and minute books, updated resolutions and board minutes and drafted letters;
- Prepared legal documents for acquisitions and mergers, closing documents and closing binders;
- Prepared UCC filings and a variety of securities forms;
- Managed and organized all correspondence, copies, distribution, filing & arranged webcasts;
- Attorney time, billing, invoicing and expense reports; and
- Answered phones and made follow-up calls, copies, scans & distribution.

**WALT DISNEY:** (1992-1996) Los Angeles, CA

Position: Administrative

- Updated and typed dictated legal contracts, phones copies, distribution, filing
- Updated schedules and budget reports

**EDUCATION:** MFA in Acting - Brandeis University; BA in Theatre/Communications – U. of Maryland

**SOFTWARE:** Adobe Acrobat, In-Design & Photoshop; All Microsoft Office Applications (PC & Mac);  
Filmmaking: FinalCut Pro, Soundtrack Pro, Garage Band, QuickTime, Sorenson Squeeze, RealPlayer,  
Internet Streaming Video, Safari, Foxfire, Quicken, Quickbooks Pro, WinFax Pro, Scans, OCR; Website:  
Dreamweaver, FrontPage, HTML, Basic Java scripts, Flash, auto-responders, e-commerce, shopping carts,  
domain names; Social Media: SEO, e-marking, Facebook, Twitter, etc.