

Carolanne Delewski

Assistant Director

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☎ (136) 363-4966

📍 123 Maple Street,
Indianapolis, IN 46204

Education

**Master of Business
Administration in
Management at Indiana
University Kelley School of
Business, Bloomington, IN**

Sep 2014 - May 2018

Relevant Coursework: Strategic Management, Managerial Economics, Financial Analysis, Marketing Management, Organizational Behavior, Operations Management, Human Resources Management, Business Analytics, Project Management, and Business Ethics.

Links

[linkedin.com/in/carolannedelewski](https://www.linkedin.com/in/carolannedelewski)

Skills

Scheduling

Budgeting

Storyboarding

Final Draft (screenwriting software)

Celtx (pre-production software)

Shot Designer (app for planning shots and scenes)

Adobe Premiere Pro (video editing software)

Languages

Profile

Results-driven Assistant Director with 5 years of experience in overseeing operations, managing teams, and driving organizational success. Proven track record of implementing strategic plans, improving processes, and optimizing resources to increase efficiency and achieve objectives. Skilled in budget management, staff development, and project management, consistently delivering high-quality results on time and within budget. Strong communication and leadership skills, with a focus on fostering collaboration and driving performance.

Employment History

Assistant Director I at Indiana Repertory Theatre, IN

May 2023 - Present

- Successfully managed a \$1 million annual budget, resulting in a 15% increase in overall profitability for the theatre during the 2018-2019 season.
- Implemented a new marketing strategy that led to a 25% increase in ticket sales and a 30% growth in subscriptions within one year.
- Spearheaded a community outreach program, partnering with local schools and nonprofit organizations, which brought in over 5,000 new attendees and generated \$200,000 in additional revenue.
- Developed and executed a successful fundraising campaign that raised over \$500,000 in grants and donations, enabling the expansion of educational programs and the renovation of the theatre's facilities.

Assistant Director II at Heartland Film, IN

Sep 2018 - Apr 2023

- Successfully increased annual festival attendance by 25% in three years, resulting in a record-breaking 20,000 attendees and generating over \$500,000 in ticket sales and sponsorships.
- Streamlined the film submission process, leading to a 40% increase in film entries and a more diverse selection of films showcased at the festival, ultimately contributing to a 15% growth in overall audience satisfaction ratings.
- Implemented a targeted marketing strategy that boosted social media engagement by 30%, leading to a significant expansion of Heartland Film's online presence and attracting new sponsors and partners to support the organization's mission.

Certificates

Certified Assistant Director (CAD)

Mar 2022

International Association of Administrative Professionals (IAAP) Certified Administrative Professional (CAP)

May 2020