

# PARIS N. AGUILAR

## ADMINISTRATIVE PROFESSIONAL

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### ABOUT ME!

I am a qualified and motivated theatre professional with strong creative and analytical skills and an eye for detail. I have experience in office management, communicative leadership, and fulfilling large-scale projects independently and in a team.

### SKILLS

- Conversational Spanish & French
- Project management
- Event planning
- Strong writing & oral skills
- Customer service
- Conflict resolution
- Microsoft & Google Suite
- Adobe Suite

### EXPERIENCE

#### THEATRE AND EVENTS PRODUCTION TECHNICIAN

Brenau University

2025-Present

- Oversee maintenance and repair of theatre and AV equipment
- Set up and operate lighting and AV equipment for rental and university events
- Regulate calendars and production schedules
- Facilitate job training and tasks for work-study students

#### PRODUCTION ELECTRICIAN

Actor's Express

2024 - 2025

- Hire, lead, and enforce safety protocols for overhire crews on all projects
- Communicate and collaborate between various departments to meet artistic and technical requirements
- Responsible for inventory, maintenance, and storage of equipment

#### SUMMER CAMP INSTRUCTOR

Spartanburg Youth Theatre

2025

- Create syllabi and teach foundations for technical theatre skills
- Develop and rehearse an age appropriate production for end of camp
- Ensure safety, positive behavior, and an inclusive, supportive environment
- Manage communication and daily updates between staff and parents

#### TECHNICAL SERVICES ASSISTANT

Brenau University Trustee Library

2020-2024

- Catalog, process, and organize library materials
- Database administration
- Precision for data and paperwork
- Train new student employees

### EDUCATION

#### BACHELOR OF ARTS, THEATRE

#### MINOR IN HISTORY

Brenau University, 2024

Summa Cum Laude

Honors Program and Trustee Scholar

### AWARDS

- Southeastern Theatre Conference, Young Scholars Award - 2023
- Delta Delta Delta, Leona McKie Muse Scholarship - 2023
- Brenau University, Marchesseau Scholarship for French Study Abroad - 2022