PARIS N. AGUILAR

ADMINISTRATIVE PROFESSIONAL

(956) 639-2670
parisnaguilar@gmail.com
parisnaguilar.com

SKILLS

- Conversational Spanish & French
- Project management
- Event planning
- Strong writing & oral skills
- Customer service
- Conflict resolution
- Microsoft & Google Suite
- Adobe Suite
- U.S. Driver's License

EDUCATION

Bachelor of Arts, Theatre

Minor in History

Brenau University, 2024

Summa Cum Laude

Honors Program & 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

ASSISTANT STAGE MANAGER

The Juilliard School, Drama Division
2026.- Present

- Manage tracking of props, scenery, costumes, and actors
- Assist in sending daily calls and reports
- Serve as a liaison between the directors, creative team, technical crew, and cast

EVENTS AND PRODUCTION SERVICES ASSISTANT

Brenau University
2025-2026

- Review and prepare all needs for rental and university events
- Regulate calendars and production schedules
- Facilitate job training and tasks for overhires and work-study students
- Communicate event needs between department staff and clients
- Solve predicaments and mishaps in real time with events

TECHNICAL SERVICES LIBRARIAN

Brenau Trustee Library
2020 - 2024

- Catalog, process, and organize library materials according to Library of Congress standards
- Manage database administration
- Record data and paperwork
- Train new student employees

COLLEGIATE CHAPTER PRESIDENT

Delta Delta Delta, Alpha Epsilon chapter
2023-2024

- Guide and support the executive board
- Oversee planning and scheduling of chapter events, philanthropy activities, recruitment, and educational programming
- Serve as liaison between the Executive Office, university staff, and collegiate and alumnae members
- Review and revise governing documents, annual budgets, and long-term chapter development

OFFICE MANAGER

Brownsville Piano Studio
2020 - 2022

- Manage the front desk
- Coordinate semester calendars for 8 instructors and 100+ students
- Operate My Music Staff software
- Send invoices and collect tuition payments