



LYDIA SIMS

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Skills

- Social Media savvy.
- Knowledge of Microsoft Office and Excel.
- Conversational Spanish.
- Ability to critically and analytically read scripts and oversee production processes.
- Strong conversationalist with all people, and excellent community builder.
- Can create playbills and QR codes.
- Document Management & Attention to Detail.

Experience

Anton's Cafe and Wine Bar | New York, NY

Maitre D'

08/2022 - Current

- Cultivated customer-oriented, welcoming environment at busy fine-dining restaurant, handled reservations seamlessly and supervised flawless front-of-house operations.
- Answered phone inquiries to schedule and confirm reservations, record takeout orders and respond to service questions.

Alliance Theatre | Atlanta, GA

Teaching Assistant

06/2020 - 08/2022

- Taught storytelling, theatre and film vocabulary, dance, and acting to young creatives while cultivating a passion for the arts.
- Coordinated and directed dramatic performances involving up to 16 students.

Sarah Lawrence College Theatre Department | Yonkers, NY

Production Assistant

01/2022 - 05/2022

- Handled errands and confidential matters for program manager of Sarah Lawrence Theatre Department, Neelam Vaswani.
- Organized prop rooms, costumes rooms, and electrical equipment while acquiring knowledge about each.
- Managed actors' or artists' paperwork, payment and expenses.

The Melancholy Players | Bronxville, NY

Producer

05/2019 - 05/2022

- Supervised and worked closely with writers, directors, managers, and technical crews throughout production process- *Eurydice*, *How to Make Friends and Kill Them*, *Three Sisters*, and student written work.
- Read and decide the shows that go on during the theatre season, using literary critique to create a well rounded season.
- Ran the social media accounts which includes creating an active presence on Instagram, Facebook, and Twitter.

Education and Training

Sarah Lawrence College | Bronxville, NY

Theatre Arts

05/2022

- Trained with: Melisa Tien, Kevin Confoy, Adil Mansoor, Jian Jung, and Sifiso Mabena.

National Theatre Institute | Waterford, CT

Theatre

12/2020

- Trained with: Forrest McClendon, Raja Feather-Kelly, Melisa Firlit, Rachel Jett, Oliver Butler, and Ren Dara Santiago.