



## Samantha Jokela

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141 Glen Ave, Upton, MA 01568

## EDUCATION

Emerson College  
2016-December 2019  
Business of Creative Enterprises  
GPA: 3.96

## SKILLS

**Computer:** Microsoft Office Suite,  
Mac and PC, Social Media  
Networks (Twitter, Instagram,  
Facebook, Snapchat)

**Time Management**

**Organization**

## ACTIVITIES

- **Wax on Felt Record Label**  
Booking Team 2016-Present
- **University Wind Ensemble**  
Boston College 2016-2017
- **Dog Orphans Humane Society**  
Volunteer 2013-2015
- **Hornithology Ensemble**  
Member 2014-Present

## WORK EXPERIENCE

### Social Media Manager

#### InnovateEDU

Boston, MA October 2017-Present

- Collaborate with co-founders to establish strategic marketing plan
- Increase student and community awareness of the program
- Promote organization's resources and events online

### Theatre Services Intern

#### Boch Center

Boston, MA September 2017-December 2017

- Process, mail, and track invoices for group sales orders
- Assist customers through email and phone interactions
- Update and conduct research for contact database of over 10,000
- Assemble marketing mailings to promote further transactions

### Front Desk Assistant

#### Emerson College- Writing and Academic Resource Center

Boston, MA October 2016-Present

- Assess students' needs and match them with appropriate services
- Provide administrative support to directors and consultants
- Schedule appointments for students and faculty

### Talent Coordinator

#### EVVY Awards - Emerson College

Boston, MA February-May 2017

- Managed performance and rehearsal schedules for talent
- Facilitated communication between producer and talent
- Resolved problems in real-time during rehearsal process

### Sales Associate

#### Ann Taylor LOFT

Millbury, MA February-August 2016

- Created customer experience that matched brand's values

## THEATRE EXPERIENCE

### Milford Performing Arts Center

Milford, MA July 2012-Present

- Stage manager, costumer, ticket sales, stage crew
- Worked on shows ranging from one-act plays to full musicals

### Training: Inside the Advanced Actor's Process

Boston Children's Theatre, Burgess Clark. Sept.-Dec. 2014

References available upon request.