

Zoe Evans

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Education

Hudson Valley Community College— A.A. in Nursing (expected graduation May 2026)

State University of New York (SUNY) at Empire State College—B.A. Art , Dean's List

SUNY New Paltz—August 2019 - December 2022 (Transferred), Dean's List

Catholic Central High School—Graduated 2019, Regents Honors

Awards

- Finalist for NY State Summer School for the Arts (NYSSSA)
- 2018 College of Sage Scholarship
- Dean's list every semester in college (Fall 2019-Spring 2023)
- Various class awards: Most well-rounded senior, Excellence in advanced art, Excellence in AP European history, Excellence in studio art
- Selected for sectional championships in track and field (2018 winter and spring)
- Junior year and Senior year class president while attending Catholic Central High School

Experience

- **Rensselaer Polytechnic Institute, Troy, NY– School of Humanities, Arts, and Social Sciences**
Administrative Coordinator: Department of Arts and Game Simulation Arts and Science April 2023-present
Duties include working closely with the Manager of Administrative Services and Department Head of Arts to manage the administrative and operational aspects of the department. The Administrative Coordinator works with the Dean's office and business, professional and administrative staff on all issues as they relate to the operation of the Arts Department. In addition, the Administrative Coordinator works on administrative and strategic tasks related to the Arts Department exhibits, rehearsals, performances, special events, and sponsored research for Arts Faculty.
- **Chipotle Mexican Grill, Clifton Park, NY—Service Manager (full-time), promoted from Kitchen Manager, promoted from Crew Member July 2018- July 2023**
Duties include: running shifts independently; upholding food safety standards; maintaining an excellent guest experience for every customer; ensuring food looks and tastes delicious; maintaining sanitation standards for the entire restaurant; leading and training the team in food

preparation throughout the day; reporting daily income; deploying corporate communications to the team.

- **Susan Odell Taylor School, Troy, NY–Summer Camp Arts Teaching Assistant, June-August 2022**
Duties included: planning activities, crafts, and a day-to-day schedule for each themed week of camp; oversight of pre-K through second grade children; running and leading a summer camp with my peers.
- **Liberty Ridge Farms, Schaghticoke, NY–Haunted House Performer, Fall 2017 and 2018**
Duties included; acting in the haunted house attraction during Halloween season
- **Notty Pine Tavern, Troy, NY–Hostess, Waitstaff Assistant, August 2016- June 2018**
Duties included; hostessing, cleaning, handling food, and maintaining a clean and efficient work area
- **Malta Speedway, Malta, NY–Concession Server June 2016- August 2016**
Duties included; running concessions, cleaning, and handling food and money

References available upon request