

Ethan Everhart

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208 North Hancock Avenue
Colorado Springs, CO, 80903

EDUCATION

- **Bachelor of Arts in anthropology**, University of Colorado - Colorado Springs, graduated Magna Cum Laude in December 2014

SKILLS

- **computer-aided design, project supervision, staff & volunteer coordination, proficiencies in Microsoft Office + Adobe Creative Suite 6, grant seeking/writing, social media management (Constant Contact, Facebook, Twitter, etc.), food preparation, point-of-sale, written and oral communication**

PROFESSIONAL EXPERIENCE

- **Survey Technician**, Compass Surveying and Mapping, LLC. (6/19 - present)
 - Working closely with licensed land surveyors to prepare accurate and concise models and representations of geographic spaces and properties
 - Interpreting legal documents and using computer-aided design software to perform boundary and easement calculations
- **Artistic Director**, Counterweight Theatre Lab (3/15 - present)
 - Working with staff to guide the creative vision and direction of the organization
 - Organizing auditions and rehearsal schedules
 - Directing actors and volunteers on set construction, production blocking, and administrative tasks
 - Creating and maintaining budgets for productions and the organization as a whole to ensure responsible financial operation
- **Operator**, Vore Grilled Cheese Gastro-truck (4/17 - 3/19)
 - Interacting with customers to provide informative and concise answers to questions about menu, pricing, and ingredients
 - Preparing specialty food for a variety of dietary needs, tastes, and restrictions quickly, accurately, and hygienically
- **Theatre/Programming Coordinator**, Cottonwood Center for the Arts (8/14 - 4/17)
 - Growing a new program into a productive and profitable performance venue
 - Collaborating with local performers and theatre organizations logistically and creatively to schedule events and ensure smooth production experiences
 - Working with visiting patrons to provide enjoyable and informative experiences
 - Designing publicity materials and implemented marketing strategies
 - Working directly with marketing director to produce engaging and informative online and print content
 - Numerous administrative tasks, including fundraising, organizational development, grantwriting, program development, answering phone calls, directing inquiries, and scheduling appointments

PROFESSIONAL EXPERIENCE, CONTINUED

- **Assessment Coordinator**, UCCS Writing Center (10/13 - 12/14)
 - Crafting and administering survey tools and instruments to inform evidence-based practice
 - Coaching clients in intimate sessions to develop writing skills and rhetorical thinking
 - Assisting with client scheduling and telephone inquiries