

Celia Medina

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EDUCATION

Northwestern University, Evanston, IL | GPA: 3.79/4.00 | Dean's List: 3 quarters

Bachelor of Arts in Theatre

Expected June 2027

Film & Media Studies Minor | Integrated Marketing and Communications Certificate

Relevant Coursework: Fundamentals of Stage Management, Strategic Communications

RELEVANT EXPERIENCE

Carousel Productions, Los Angeles, CA

Development Intern

June 2024 – August 2024

- Wrote script coverage on 55+ feature screenplay submissions for production evaluation.
- Covered desks of assistants to the CEO and Talent Manager, mastering phone and client etiquette.
- Analyzed content to determine which submissions should be considered for development.
- Composed project reviews, planned team meetings, and addressed phone inquiries.

Camp StageDoor West, Denver, CO

May 2022 – August 2023

Camp Counselor & Social Media Manager

- Designed lesson plans for young performers aged 8-13, leading group of 20 campers through daily classes in movement, improvisation, and scene study, culminating in one-act festival performance.
- Planned and executed social media campaign on TikTok and Instagram, generating 40,000+ organic impressions and increasing followers by 4.8K across platforms.

Boulder Community Theatre, Boulder, CO

February 2021 – June 2023

Box Office Manager

- Migrated theatre to new ticketing platform enabling live-stream season subscriptions, expanding subscriber base by 120%.
- Recruited and trained 13 staff to ensure robust box office operations throughout 6-show season.
- Headed ticketing offices for in person performances, anticipating and solving audience needs.
- Promoted from Box Office Associate to Assistant Manager to Manager within one season.

LEADERSHIP EXPERIENCE

Lovers & Madmen, Northwestern University, Evanston IL

September 2024 – November 2024

Stage Manager – *Twelfth Night*

- Facilitated all rehearsals, taking notes on blocking and prop/costume tracking for cast of 12 actors.
- Created detailed 8-week rehearsal and production schedule and communicated call times to performers.
- Ran weekly production meetings for 14-person production team, requiring excellent project and timeline management.
- Documented rehearsal reports for cast, crew, and designers, ensuring seamless cross-team communication.

Seesaw Theatre, Northwestern University, Evanston, IL

January 2024 – May 2024

Touring Producer, Spring

- Managed touring production for educational organization dedicated to enriching lives of individuals with disabilities.
- Coordinated with 5 Evanston-area schools to book tour dates and plan for audience access needs.
- Oversaw the transportation of sets, costumes, cast, and props to location; managed setup of performance space, creating an immersive experiential environment in under 2 hours.

PERFORMANCE EXPERIENCE (selected)

How to Defend Yourself

Diana Rodriguez

Wirtz Center, Northwestern University

Seesaw Theatre

Ensemble Member

Northwestern University

Little Shop of Horrors

Audrey

Northwestern University Freshman Musical

SKILLS

Industry: Script coverage, improv, dance (ballet, modern), basic stage combat, stage management

Social & Marketing: TikTok, Instagram, X (Twitter), Google Analytics, Hootsuite, Sprout Social, Mailchimp, Photography, Canva, video and photo editing