

**NICKCLETTE N. IZUEGBU**  
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**EDUCATION**      **UNIVERSITY OF TEXAS - AUSTIN**      **AUSTIN, TX**  
**MFA IN ACTING.**      **MAY 2013**

**HARVARD UNIVERSITY**      **CAMBRIDGE, MA**  
**BA IN SOCIAL ANTHROPOLOGY WITH A SECONDARY FIELD IN DRAMATIC ARTS.**      **JUNE 2008**  
**Fordham University: London Dramatic Academy (International Study Abroad).**      **Fall 2007**  
Additional coursework in Archaeology & History. Celebration of Black Women Senior Leadership Nominee.

**RELATED**      **AUSTIN B-CYCLE**      **AUSTIN, TX**  
**Receptionist. Customer Service Representative.**      **July 2014-present**  
Answer incoming calls, greet visitors, and assist all departments as necessary. Maintain cleanliness of office & inventory and monitor office stock to maintain consistent levels of product. Monitor customer database, update client memberships, and explaining company's vast bikeshare city-wide network and procedures.

**MILWAUKEE REPERTORY THEATER**      **MILWAUKEE, WI**  
**Teaching Artist. Professional Actress.**      **2013-2014**  
Created lessons that taught students arts specific skills while supporting school academic content. Documented lesson planning and students progress. Performed in mainstage show productions and understudy principal roles.

**UNIVERSITY OF TEXAS – AUSTIN**      **AUSTIN, TX**  
**Graduate Student Office Assistant.**      **2013**  
Assistant roles including faxing, filing, typing, data entry, and handling phones. Assisted in organizing meetings and calendar with student in the College of Fine Arts and helped answer questions related to student and career services.

**UNIVERSITY OF TEXAS – AUSTIN**      **AUSTIN, TX**  
**Associate Instructor. Teacher's Assistant.**      **Fall 2010 – Spring 2013**  
Read course texts and materials, facilitated lectures, lead discussion exam sections, monitored and graded course assignments & exams for 400+ class. Held regular office hours, responded to student concerns, and served as liaison between student & department.

**HARVARD UNIVERSITY CRIMSON SUMMER ACADEMY**      **CAMBRIDGE, MA**  
**Resident Advisory & Mentor. SAT, Writing & Math Tutor, Choreographer.**      **2006-2010**  
Mentored underserved students from the Boston & Cambridge area throughout the school-year on academic and social matters. Taught courses on SAT Prep, creative and expository writing, photography, Math, debate, and college prep. Choreographed & taught dance and assisted in the production of the end of year gala and awards ceremony.

**WILMA THEATER**      **PHILADELPHIA, PA**  
**Education Assistant. House Manager. Teaching Artist.**      **2008-2009**  
Served in an administrative capacity. Managed the daily 300+ patronage while in attendance of productions in the theater. Taught school-based outreach classes and on-site student workshops. Researched, compiled, and wrote material for study guides. Assisted in the design of printed ad material about theater's education programs.

**LET'S GO PUBLICATIONS**      **CAMBRIDGE, MA**  
**Associate Editor – Europe, Western Europe.**      **2008**  
Worked closely with the editor to produce highest selling guidebook of the *Let's Go* series. Edited and wrote copy including creative feature and specific country-based information. Trained research-writers for their travels overseas. Managed & planed itineraries for the team while working abroad.

**BOSTON CASTING**      **BOSTON, MA**  
**Casting & Administrative Intern.**      **2008**  
Worked closely with casting director organizing audition sessions, scheduled company calendar, sorted headshots, filed and performed other clerical duties. Assisted in casting for commercials, films, print ads, and industrials.

**BLACKCAST THEATER COMPANY**      **BOSTON, MA**  
**Managing Director. Producer. Board Member. Company Member**      **2005-2008**  
Managed productions' crew, actors and budget. Created and implemented publicity campaigns. Chose staff, talent, and scripts for production season. Maintained and documented media, press, scripts and photography.