

Sarah E. Shively

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Professional Summary

Professional ESL teacher and interculturalist with business ownership experience. Professional writer/producer of short format video content. Familiar with marketing strategies including email marketing, event networking, press relations and social media offers and incentives. Comfortable with project planning and leading in-the-field events. Experience in curriculum and program development for non-native English speaking children and young adults. Actor/writer/producer grounded in the professional theater and film communities.

- University level associate instructor of English as a Second Language
- Owner of intercultural coaching and consulting business
- Co-owner of small media production company providing full production services for video
- Customer liaison for numerous campaigns
- Program developer for writing and performance curriculum
- Professional actress and voice-over artist

Relevant Skills

- Superior entrepreneurial skills including creative vision, grassroots marketing and problem-solving
- Extensive experience with international communities and cultures
- Client relation cultivation and membership engagement experience
- Production and project management
- Competent Spanish speaking skills

Distinctions

- Winner of two gold MarCom Awards for PSA videos, National Psoriasis Foundation: eight-minute tribute for \$1,000,000 fundraiser and two-minute video to increase foundation visibility in 2012
- CUNY/PSC Professional Development Grant 2007 for research travel to Taiwan
- Listed in Marquis *Who's Who of American Women 2006* and *2007*
- MacDowell Colony Fellowship for Filmmaking 2005: Honorary month-long residency

Experience

Work Exchange Fellow, INTERCULTURAL COMMUNICATIONS INSTITUTE, Portland, OR July 2017

- Assisted in the setup of the Summer Institute for Intercultural Communication
- Conducted welcome and intake services for arriving participants at Reed College Campus
- Organized materials for workshop attendees and faculty

Bid Assistant, MARQUAM AUCTION AGENCY, Portland, OR

January 2017-
Present

- Assisted auctioneers during live auction events to track bidding process
- Encouraged bidder engagement to increase event donations
- Consulted with team members on event specific strategies

Office Administrator, BRIDGEPORT UNITED CHURCH OF CHRIST, Portland, OR

June 2016-June
2017

- Managed on-going office needs including building rental/use communications
- Produced weekly bulletin and email messaging
- Initiated new welcome table display and practices to improve retention of visitors

Writer and Performer, THE BABY PROJECT, Portland, OR	October 2016- May 2017
<ul style="list-style-type: none"> ▪ Wrote original script of one-woman show ▪ Produced run for Portland Fertile Ground Festival and Oberlin College reunion weekend ▪ Created marketing and press materials including press release, social media and website ▪ Established ticket sales systems via BoxOfficeTickets and Square ▪ Cultivated audience and project ambassadors 	
Instructor, PORTLAND ENGLISH LANGUAGE ACADEMY, Portland, OR	July-September 2016
<ul style="list-style-type: none"> ▪ Substitute taught for beginning through intermediate level adult students in grammar, oral skills and writing ▪ Developed workshops for introduction to Shakespearean verse via Sonnets and speeches 	
Owner and Chief Consultant, OPEN SESAME INTERCULTURAL, New York, NY	2010-2016
<ul style="list-style-type: none"> ▪ Coached professionals in language, culture competency and performance related areas including accent reduction, presentation scripting and performance, writing for business and academics, intercultural literacy and cultivation of professional persona ▪ Clients included: Sidley Austin, LLP (two Taiwanese lawyers), Yodel (American salesman, one of the top ten sellers in international company) and Kindle Creative (American CEO, winner of 2015 Golden Panda Award for presentation in China) 	
Co-Owner and Creative Director, OPEN SESAME PRODUCTIONS, New York, NY	2008-2016
<ul style="list-style-type: none"> ▪ Directed operations for media production company providing full production for short-script industrials in the non-profit communities ▪ Managed all office operations including bookkeeping, billing, budget, customer relations and equipment management ▪ Wrote spec scripts for documentary, narrative and commercial projects ▪ Produced video content from pre-production to post including: concept development, writing, budget development, hiring, line production and direction, post production supervision of editing including visual, audio, music and licensing 	
Associate, COLUMBIA UNIVERSITY, American Language Program, New York, NY	2007-2013
<ul style="list-style-type: none"> ▪ Level-led teams of instructors teaching integrated language skills to students in prestigious university environment. Designed curricula, headed developmental meetings, oversaw semester start-up and wrap-up logistics for class groups of 10-15 students ▪ Taught university students at the upper levels in academic essay structure, fluency, accent reduction, presentational skills, grammar, multimedia communication, digital video projects, business, critical thinking and reading strategies 	
Faculty Member, HUNTER COLLEGE, International English Language Institute, New York, NY	2005-2009
<ul style="list-style-type: none"> ▪ Taught intermediate level and professional classes in essay writing structure, reading, oral skills and business English. Four years full-time faculty member 	
Originator, Teacher and Director, VOICE AND VISION VIDEO WORKSHOP, New York, NY	Spring 2008
<ul style="list-style-type: none"> ▪ Designed and developed a hands-on, video-making course for international high school students run via Hunter College's <i>College Now</i> program 	
Originator, Teacher and Director, AS SOON AS I FIND MY VOICE, New York, NY	Spring 2007
<ul style="list-style-type: none"> ▪ Created writing and performance project piloted at the University of North Carolina as an accredited undergraduate course, 1998 ▪ Taught course in New York via Baruch College, 2000, and retooled for the <i>College Now</i> program at Hunter College with students from Manhattan International HS, 2007 	

- Writer and Producer, CONTEMPLATING EMILY, New York, NY 2003-2007
- Wrote, Produced and Directed bilingual (English and Mandarin) short film based on feature script that premiered July 2006 at LA's Outfest Film Festival
 - Other screenings: Rehoboth Beach and Staten Island Film Festivals, 2006, Short Film Corner, *Marché du Film, Festival de Cannes*, 2007, Anthology Film Archives, 2008
- Language Consultant ESOL, CENDANT INTERCULTURAL, New York, NY 1999-2005
- Advised, coached and taught executive and upper management corporate clientele English language skills and business acculturation techniques
 - Client list included: UBS, Deutsche Bank, SAP, Volvo, CEMEX and MetLife

Education

PROFESSIONAL
DEVELOPMENT
(Certificate programs)

- Summer Institute for Intercultural Communications, SIIC, Intercultural Training for International Corporations (three-day intensive workshop, 2017)
- Marketing United, (three-day series of email marketing workshops, hosted by Emma Email, Nashville, TN, 2015)
- State University of New York, Levin Institute of International Relations of Commerce, Small Business FastTrac Growth Venture for Entrepreneurs (three-month, bi-weekly evening course 2010)

MASTER OF FINE ARTS
1995-1998

The University of North Carolina, The Professional Actor Training Program, PATP, Chapel Hill, NC

- Acting, movement, dance, speech, voice, Shakespearean text, Alexander Technique training
- Teaching experience in acting/scene study and stage combat

BACHELOR OF ARTS AND
SCIENCES
1988-1992

Oberlin College, Oberlin, OH

- Theater Major with concentration in acting
- Spanish Minor with study abroad semester in Córdoba, Spain

Volunteer Activities and Affiliations

- Portland Area AEA Liaison Committee Member, 2017
- Member, Actors' Equity Association and SAG-AFTRA
- Oberlin College 25th Class Reunion Planning Committee, 2017
- Alumni Class Ambassador, Oberlin College, fiscal year fundraising reached \$6,600,000
- Spring Auction Planning Committee Member, Helen Gordon Child Development Center, PSU, 2017, \$25,000 raised
- Classic Wine Auction, 2016, \$3,000,000+ fundraising event for Portland, OR charities

References

- Marilyns Ernst, marilysernst@gmail.com, 646-567-7913, Open Sesame Productions business partner and artist co-creator
- Mary Pickett, mp3045@columbia.edu, 212-201-6052, Acting Director of American Language Program, Columbia University
- Misty Marquam, misty@marquamauctionagency.com, 503-701-5586, Owner and Chief Auctioneer, Marquam Auction Agency