
KAITLYN SMITH



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OBJECTIVE

To further develop customer services skills and problem-solving strategies to be able to work effectively as part of a team and contribute positivity to a vibrant and productive workplace

SKILLS

Hard working, Highly motivated and proactive, Fast learner, Determined to succeed, Team player, High flexibility, An eye for detail, Problem solver

REFEREES

EXPERIENCE

TECHNICAL PUBLIC RELATIONS SUPPORT / EAGLEBY STATE SCHOOL

Dates from 2018 to Present

- Create survey monkey applications
- Design and create power point presentations
- Design and create advertising brochures and flyers
- Technical support/administrator for school Facebook page
- Creative and technical support fortnightly newsletters

DEPUTY STAGE MANAGER AND LIGHTING OPERATOR FOR "I HATE TO TELL YOU THIS" / WALLFLOWER THEATRE

Dates from November 2020 to December 2020

- Make and write a Prompt Copy
- Input lighting cues into lighting desk
- Call and manage the show

Collaborate and manage actors, crew, and artists

NEW MEDIA TRAINEESHIP / CALVARY CHRISTIAN COLLEGE

Dates from 2016 to 2017

- Ordering resources and stock
 - Stock taking
- Managed expensive technical equipment
- Created advertising posters, programs and setlists
 - Designed and created props
 - Prepared classroom learning resources
- Media tasks – photography, video and post-production editing

EDUCATION

SENIOR/YEAR 12 CERIFICATE

Calvary Christian College: 2005-2017

CERT III in New Media

Calvary Christian College: 2016-2017

Bachelor of Fine Arts (Technical Production)

Queensland University of Technology (QUT): 2019-Present

GPA: 5.1

Gavin Coles
Head of Faculty, Arts
St Rita's College
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Libby Jordan
Principal
Eagleby State School
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VOLUNTEER EXPERIENCE/ACHIEVEMENTS

2021:

- Senior Assistant Stage Manager for SCP project of "Gloria"
- Senior Assistant Stage Manager for SCP project of "Mr. Burns"
- Production Stage Manager for QUT Virtual Productions "Frankenstein"

2020:

- Production Stage Manager for QUT Virtual Productions "Summer of the Aliens"
- Vision Design, Coordinator and Operator for Production Arts Project 2020 "From the Outside In"
- Open driver's License
- Designer/Creator and Stream Moderator for QUT Production "Looking Through Glass"
- Volunteered as crew for Third Years production of "Standby 2020"

2019:

- Deputy Stage Manager for a QUT Drama Practice 5 show "Dead Letter Office"
- QLab (Sound and Vision) Operator for a QUT Drama Practice 5 show "Montera"

2018:

- Achieved P2 manual driving license
- Participated and Designed in several art exhibitions

2017:

- Queensland Certificate of Education
- Certificate III in New Media + Traineeship
- Half Colour in Amnesty International Australia
- Member of Amnesty International Australia since 2015
- Production Crew in School Musical "Beauty and the Beast"
- Production Crew in School Showcase
- Member of Exo Day

2016:

- Half Colour in Theatrical Production



- Production Crew in School Musical “Peter Pan”

