

PERSONAL INFORMATION

Rachel E Coffin

Female - | March 7, 1988 - | United States Citizen -

WORK EXPERIENCE

Present BELL Beyond – Actor/Educator

- Travelling **Actor/Educator** with BELL Beyond

October to December 2021 Musical Mysteries & More -- Actor/Stage Manager

- **Performer** of Dinner Theatre productions
- **Sound Technician, Stage Manager**, and Audio Support

June to December 2021 Interlakes Summer Theatre -- Box Office Manager

- Handled all customer service inquiries, online ticketing requests, seating assignments, and show-day preparation
- **House Manager** for daily theatre productions.

May 2019 to May 2020 Holland America Line -- Cruise & Travel Director

- **Cruise Director** hosting events, lectures, book clubs, activities, and parties for guests of all ages onboard luxury cruise ship facilities
- **Travel Specialist** and **Location Educator** providing information and logistical advice through technologically advanced media presentations for a variety of locations ranging from Hawaii to Alaska to the Caribbean.

February 2018 to January 2020 Stars Within Reach Productions -- Actor/SM

- **Performer** of Children's Theatre productions over a range of contracts travelling the continental United States
- **Stage Manager** handling logistics of touring production as well as cast and client management; sound technician and mixer for all performances.

July 2016 to November 2021 Antoine Education -- Programs Coordinator/Tutor

- **Programs Coordinator:** Scheduling, logistics, customer service, Google Classroom and Zoom management
- **Teacher and Tutor:** SHSAT (Math/Verbal), SAT (Verbal), Reading, Writing, Executive Functioning, ISEE
- **Curriculum Development and Writing**, Literary Guides (Reading Groups), SHSAT (Reading/Verbal)

July 2013 to June 2016 Uncommon Charter Schools – Teacher

- **Lead Teacher** for 11th Grade (American Literature, AP Language, Creative Writing) and 12th Grade (AP Literature) classes of 20-30 students.
- **Curriculum Writer and Course Developer**
- **11th Grade Team Lead** organising grade-wide initiatives and organising team meetings.

April 2009 to June 2013 Historic Tours of America - Tour Guide/Ticket Sales

- **Customer Service and Sales Representative** selling tickets to hop-on-hop-off Boston Trolley tours, Evening Ghost Tours, and combination excursions.
- **Tour Guide** of Boston evening Ghost Tours, leading groups of up to 30 individuals while in costume.

EDUCATION AND TRAINING

2019: MA in English, Middlebury College, Vermont, USA

2017: MA in Effective Teaching, Sposato School of Education, Massachusetts, USA

2011: BA Writing, Literature, and Publishing, Emerson College, Massachusetts, USA

PERSONAL SKILLS

Mother tongue(s) English (Native)

Educator, Performer, Customer Service, Project Management, and Creative Writing.

ADDITIONAL INFORMATION

Foreign Language Skills: Native - English

Technical skills: Microsoft Word, PowerPoint, Excel, Google Suite, Outlook, Audience View Ticketing Systems, Zoom, Slack, Social Media (LinkedIn, Facebook, Instagram, Twitter)

Interests: Travelling