



### **SUMMARY**

- ♦ Hard-working and dedicating jack-of-trades with years of experience in various technical fields.
- ♦ Demonstrated a successful work ethic in various productions, with an aptitude to create productive work environments, effectively lead a crew of diverse personalities, and manage paperwork and graphical assets with pride and efficiency.

### **PROFESSIONAL EXPERIENCE:**

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#### **GRAPHIC DESIGNER/SOCIAL MEDIA MANAGER, NORTHWESTERN OFFICE OF ADMISSIONS** **SEPTEMBER 2017 – PRESENT**

##### **Duties Include:**

- ♦ Creating graphical images that are consistent with existing branding schema.
- ♦ Curating and creating content for posting across Twitter, Facebook, Instagram, and Snapchat.
- ♦ Curating and copywriting expositional blog posts on topics relevant to the admissions process.
- ♦ Interfacing with peers to ensure a consistent message across platforms.
- ♦ Respond to inquiries from potential applicants regarding the admissions process.

#### **FREELANCE GRAPHIC ARTIST** **FEBRUARY 2010 – PRESENT**

##### **Duties Include:**

- ♦ Sourcing clients in need of graphic design services.
- ♦ Meeting urgent deadlines as necessitated by each client.
- ♦ Drafting design concepts that fall in line with client needs.
- ♦ Effectively executing changes requested by clients and ensuring brand integrity.

#### **FREELANCE WEB AND BRAND DESIGN** **JULY 2017 – PRESENT**

##### **Duties Include:**

- ♦ Sourcing clients in need of web design and brand services.
- ♦ Facilitating the management and hosting of web sites with necessary steps taken to ensure maximum uptime.
- ♦ Invoicing, billing, and interfacing with clients.
- ♦ Creating web sites with a PHP and JavaScript backend that communicate both intent and integrity of brand.
- ♦ Designing promotional materials – t-shirts, mugs, business cards, et cetera – for sale on-location.
- ♦ Managing email services and servers.
- ♦ Effectively executing changes requested by clients and ensuring brand integrity.

#### **HEAD LIGHTING DESIGNER/VENUE LIASON, REAL LIFE CHURCH, CLERMONT, FL** **JULY 2016 – AUGUST 2017**

##### **Duties Include:**

- ♦ Interfacing with professional lighting, sound, video, and run crew members hired by the church to assess lighting requirements and devise a plan for a successful service.
- ♦ Coordinating with Lyman High School staff members and custodial staff to ensure facilities remain clean, productive, and remain in their original state through the set-up and strike of each service.
- ♦ Setting up LED bars, hanging and maintaining fixtures on the catwalk of the auditorium, and organizing DMX runs cross-stage.
- ♦ Observing the warm-up rehearsal and devising at least five lighting looks per song that coordinate with the lyrical background slide per number. These lighting looks are then programmed into a Martin M-Touch.
- ♦ Executing lighting cues programmed prior to the start of the service within the appropriate timeframes; ensuring performers are well-lit and service integrity is preserved.

#### **LEAD AUDITORIUM TECHNICIAN, LYMAN HIGH SCHOOL, LONGWOOD, FL** **OCTOBER 2014 – AUGUST 2017**

**Duties Include:**

- ♦ Managing a crew complement of 15 to 20 fellow students and ensuring that division of hours is fair and equitable.
- ♦ Maintaining a running tally of all technician hours worked in the auditorium and ensuring that each technician is meeting the hours required of them to be assigned paid jobs.
- ♦ Assist in training new members in procedures, rules, regulations, lighting, and sound within our Auditorium. This includes type and specifications of lighting fixtures, types and uses of cables, proper cable-wrapping techniques, rudimentary lighting board operation, rudimentary sound board operation, basic sound leveling and mixing, and how to properly interact with clients.
- ♦ Ensuring the integrity of the venue persists following each and every rental. This includes replacement of lamps, replacement of malfunctioning equipment, purchasing of new consumables such as gaffer's tape and tie line, and any new acquisitions of equipment necessary to keep the venue modern and functional.
- ♦ Working in direct connection with the Athletic Director and Theatrical Arts Director to ensure that all events that are scheduled have the proper paperwork filed. Have also facilitated communications with technicians regarding payment and job opportunities outside the theater.
- ♦ Liaising with technicians as issues occur in the venue and assisting them if questions are to arise throughout their working of rentals.

**TEMPORARY ASSISTANT, LAW OFFICE OF DOUGLAS BOND, MAITLAND, FL****MAY 2014 – AUGUST 2017****Duties Include:**

- ♦ Managing and implementing a filing system to effectively allow access to vital casework.
- ♦ Responding to and prioritizing email-based correspondence.
- ♦ Answering phone calls and transcribing messages with rapidity and zeal.
- ♦ Diagnosing issues that may arise with equipment such as automatic stamping machines, computers and monitors, and copiers

**I.T. ADMINISTRATOR, LAW OFFICE OF DAVID MAY, WINTER PARK, FL****AUGUST 2012 – AUGUST 2017****Duties Include:**

- ♦ 24/7 monitoring of office computers. This includes virus protection, phishing attempts, and any malfeasant applications.
- ♦ Immediate-response sanitization techniques upon infection of office systems.
- ♦ Insurance of maintained office system integrity, including printers and copiers.
- ♦ Maintaining email systems as well as website needs.

**EDUCATION, CERTIFICATION, AWARDS & HONORS****AWARDS AND HONORS**

Young Artist of Distinction, Mennelo Museum of American Art, 2017  
 President's List Thespian, International Thespian Society Troupe 2329, 2017  
 International Thespian, International Thespian Society Troupe 2329, 2017  
 Best-In-Show Publicity Design, Florida State Thespian Festival, 2017  
 Critic's Choice Technical Event, District 3 Thespian Festival, 2016  
 Best-In-Show Publicity Design, District 3 Thespian Festival, 2016  
 Critic's Choice Technical Event, District 3 Thespian Festival, 2016  
 Best-In-Show Publicity Design, District 3 Thespian Festival, 2016  
 Best Prompt Book, District 3 Thespian Festival, 2016  
 QuestBridge College Match Scholar Finalist, 2016  
 National Merit Scholar Semifinalist, 2016  
 AP National Scholar, 2016 - 2017  
 QuestBridge College Prep Scholar, 2016  
 Fein Fellow Award for Jewish Students, 2016  
 Best-In-Show Publicity Design at the Florida State Thespian Festival, 2016  
 AP Scholar with Distinction, 2015

**EDUCATION**

Northwestern University, September 2017 – June 2021

Lyman High School, August 2013 – May 2017

GPA: 4.545 (5.0)

Ranking: 12<sup>th</sup> of 650

ACT: 33

Seminole State College, non-degree seeking January 2014 – May 2017

GPA: 4.0 (4.0)

**CERTIFICATIONS**

Adobe Certified Associate (2012) in Adobe Photoshop

Adobe Certified Associate (2012) in InDesign

Adobe Certified Associate (2013) in Illustrator

Adobe Certified Associate (2014) in Premiere Pro

Adobe Certified Associate (2014) in After Effects

Autodesk Inventor Certified User (2014)

MAXON Cinema4D Certified (2016)

Microsoft Office Specialist (2010)

Honorable Mention Technical Design from the Doctor Phillips  
Applause Awards, 2015

*A full portfolio of my work in theatre, graphic design, and web design is available at*  
**[carterliebman.com](http://carterliebman.com)**



# Carter Liebman

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*My mission is to further my theatrical education and bring a breadth of skills from all aspects of theatre to positions in lighting, sound, and stage management.*

## Education

Northwestern University

*Degree expected June 2021*

*GPA: 4.0 (4.0)*

Introduction to Stage Management – Barbara Butts

Career Counseling Class – Gene Columbus

Alice Ripley’s Sustainable Mechanics – Alice Ripley

Selling Yourself and Theatrical Education – Elisheva S. Siegel

Repertory Theatre I – Susan Gerdeman

Theatre 4 – Susan Gerdeman

Theatre Production & Design 4 Honors – Susan Gerdeman

## Production Experience

Lighting Designer	Lovers and Madmen	Evanston, IL 2018
Assistant Stage Manager	Wirtz Center for the Performing Arts	Evanston, IL 2017
Programmer/Light Board Operator	Wirtz Center for the Performing Arts	Evanston, IL 2017
Electrician	Orlando Repertory Theatre	Orlando, FL 2017
Stage Manager	Troupe 2329	Longwood, FL 2017
Stage Manager	Lymlight Productions	Longwood, FL 2017
Assistant Director/Art Director	Lymlight Productions	Longwood, FL 2017
Stage Manager/Production Manager/Marketing Design	Troupe 2329	Longwood, FL 2017
Deck Electrician	Icehouse Players	Mt. Dora, FL 2016
Stage Manager	Troupe 2329	Longwood, FL 2016
Assistant Director/Art Director	Lymlight Productions	Longwood, FL 2016
Deck Electrician	Icehouse Players	Mt. Dora, FL 2016
Assistant Production Manager/Art Director	Lymlight Productions	Longwood, FL 2016
Lighting Designer	Troupe 2329	Longwood, FL 2016
Lighting Board Operator	Florida State Junior Thespians	Longwood, FL 2016
Lighting Board Operator	District 3 Thespians	Longwood, FL 2015
Assistant Production Manager/Art Director	Lymlight Productions	Longwood, FL 2015
Marketing Director/Art Director	Lymlight Productions	Longwood, FL 2015
Assistant Stage Manager	District 3 Thespians	Longwood, FL 2014
Marketing Crew/Art Director	Lymlight Productions	Longwood, FL 2015

## Work Experience (Theatrical)

Head Lighting Designer/Venue Liaison	Real Life Church Longwood	2016 – Present
Lighting and Sound Designer	Various	2015 – Present
Lighting and Sound Intern	Orlando REP	2017
Lead Auditorium Technician	Lyman High School Protech	2016 – 2017

## Skills (continued)

- Programming and installation of Martin M-PC software and equipment.

**Skills** (continued)

- Programming and installation of ETC Ion systems.
- Programming and installation of ColorTran Innovator light board.
- Programming, management, and diagnosis of Soundcraft Live8 sound board.
- Hanging and focusing of lighting fixtures such as Source Four Lekos, Par64s, Fresnels, SkyCyc Cells, LED PARs, and LED bars, LED SlimPars, MAC101s, VL-2500s, Impressions, and VL-1000.
- Sound mixing and operation on a Yamaha QL5.
- Sound mixing and operation on a Behringer X32.
- Certified in Microsoft Word, Excel, PowerPoint, and Publisher.
- Certified in Adobe Photoshop, InDesign, Illustrator, Premiere, and After Effects.
- Light plot creation and reading in VectorWorks.
- Creation and operation of QLab show files.
- Creation and operation of ProPresenter show files.
- Wiring and diagnosing of electrical equipment.
- Graphic design and asset management.
- Management of a team of diverse members, including scheduling and communication about changes in events.
- Tracking technician hours and ensuring proficiency and competency is maintained.
- Managing cable runs.

**Conferences Attended**

Florida State Thespian Festival	Tampa, FL	March 13 – 18, 2017
Orlando Fringe Festival	Orlando, FL	May 18 – 30, 2016
Florida State Thespian Festival	Tampa, FL	March 14 – 20, 2016
District 3 Thespian Festival	Longwood, FL	November 19 – 21, 2015
District 3 Thespian Festival	Longwood, FL	November 20 – 22, 2014

**Special Honors**

President's List Thespian (*GPA: 4.545*), International Thespian Society Troupe 2329, 2017  
International Thespian, International Thespian Society Troupe 2329, 2017  
Best-In-Show Publicity Design, Florida State Thespian Festival, 2017  
Critic's Choice Technical Event, District 3 Thespian Festival, 2016  
Best-In-Show Publicity Design, District 3 Thespian Festival, 2016  
Best Prompt Book, District 3 Thespian Festival, 2016  
QuestBridge College Match Finalist, 2016  
National Merit Scholar Semifinalist, 2016  
Patron's Pick One-Act, Orlando Teen Fringe Festival, 2016  
Best-In-Show Publicity Design, Florida State Thespian Festival, 2016  
Perfect Tech Score One-Act, Florida State Thespian Festival, 2016  
Perfect Tech Score One-Act, District 3 Thespian Festival, 2015  
Honorable Mention Publicity Design, District 3 Thespian Festival, 2015  
Induction into International Thespian Society Troupe 2329, 2015  
Best Crew Member, Troupe 2329 Banquet Awards, 2015  
Honorable Mention Publicity Design, Dr. Phillips Center for the Performing Arts Applause Awards, 2015

*A comprehensive portfolio of my theatrical designs is available at [carterliebman.com](http://carterliebman.com).*

