

THOMAS B. ACHILLES

Relocating to New York City
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PROFESSIONAL PROFILE

American International Health Alliance

June 2013 – January 2015

Administration & Communications Assistant

Washington, D.C.

- Imported and monitored company activities and contacts using Google Calendar, MS Excel, and Constant Contact, crafted company charts and calendar in Adobe Illustrator
- Created video features for presentation to U.S. Department of Health and Human Services (HRSA), edited audio interviews using Audacity and SoundCloud, gave Skype presentation on AIHA's social media presence for the KMH Conference in South Africa
- Assisted in completing procurement files, travel agendas, and tracking logs for auditing purposes, uploaded files to company G Drive, filed insurance through our travel agents, and booked flights and hotels for domestic and international partners using Kayak
- Created and monitored company Facebook, Twitter, YouTube, LinkedIn, and Google+ accounts, crafted year-end presentation on social media analytics showing increases in awareness, user interaction, and engagement
- Researched CMS's, web trends, and hosting services to craft a web redesign plan, revised the RFP to assess best vendor for company website redesign
- Edited website using Adobe Contribute 5, archived and migrated content from current site to company G Drive

Washington Improv Theater

September 2011 – September 2014

Teacher/Instructor

Washington, D.C.

- Designed and taught classes on character development, scenework mechanics, and performance structure
- Provided individual feedback to students on strengths and weaknesses
- Encouraged students to experiment and discover on stage with confidence
- Supported students by allowing them to make creative choices
- Led discussions on fundamental comedic ideas and informed students about performance opportunities

RedPeg Marketing

August 2012 – December 2012

Client Services Intern

Washington, D.C.

- Updated annual tourism PowerPoint presentation, prepared 2013 Texas on Tour RFP, and created a "best of" gallery for photographs from event activations
- Created a unified database for the Texas on Tour account incorporating historical spending trends, total impressions, and survey data from 2008 – 2012
- Conducted primary research on potential vendors, clients, and competitors
- Interpreted post-event recap statistics, made comparisons with existing data, and imported the information into MS Excel
- Attended different event activations, acquired event permits, created travel briefs, and designed activation calendar
- Organized client invoices, answered phones, took meeting notes, and filed expense reports

DC Shorts Film Festival

May 2011 – September 2011

Marketing/Social Media Intern

Washington, D.C.

- Reviewed and scored video shorts in consideration for the DC Shorts Film Festival
- Engaged in guerilla marketing by distributing catalogues, postcards, and novelties at local film events
- Used social media by scheduling tweets for every film event through HootSuite
- Posted all local film events, festivals, and series' in the area to the DC Film Alliance calendar
- Compiled lists of local film organizations into a unified database and answered filmmaker inquiries
- Volunteered at the DC Shorts Film Festival and organized the intern schedule for the Fringe Festival show

UNIVERSITY EXPERIENCE

American University Athletics

August 2009 – May 2013

Live-Game Production Specialist

Washington, D.C.

- Monitored cameras, ran audio and video spots, and produced live-game broadcasts
- Gathered statistics, loaded information into computer databases, and edited articles
- Filmed AU sporting events and edited the footage into highlight packages for the website
- Used Adobe software to revise American University media guides

VOLUNTEER & LEADERSHIP EXPERIENCE

Washington Improv Theater

Theater Volunteer

Washington, D.C.

- Managed will-call list, kept record of sales commission, and resolved issues concerning ticket purchases
- Advised production staff on house management

Boy Scouts of America

Project Coordinator

Doylestown, PA

- Planned the construction of snake fence for nature center to protect avian population
- Supervised a team of 15 volunteer construction workers while coordinating with the nature center director

HONORS & AWARDS

- Eagle Scout Award, Boy Scouts of America, Doylestown, PA
- Member of the National Society of Collegiate Scholars, Washington, D.C.
- Michael Trilling Memorial Scholarship, Washington, D.C.

TECHNOLOGIES USED

- Microsoft: Word, Excel, PowerPoint, Publisher, Outlook
- Adobe: Creative Cloud, Premiere Pro, Photoshop, Illustrator, Acrobat, InDesign, Contribute 5
- Social Media: Facebook, Twitter, YouTube, LinkedIn, Google+, WordPress, HootSuite
- A/V & Marketing: Skype, Final Cut Pro, Audacity, SoundCloud, Dropbox, Constant Contact

SKILLS

- Excellent communicator and public speaker
- Proficient at training and teaching improvisation
- Outstanding organizational and time management skills

EDUCATION

AMERICAN UNIVERSITY, School of Communication

Washington, D.C.

Bachelor of Arts in Public Communication; Minor in Marketing

May 2013

Overall GPA 3.79; Dean's list all eight semesters

RELEVANT COURSE PROJECTS

- *Macroeconomics*: Analyzed and reviewed business model of local improv comedy theater to identify ways of enhancing popularity through various marketing strategies
- *Writing for Mass Communication*: Authored press releases, news stories, and broadcast for mock organizations
- *Communication and Society*: Curated a website focusing on the nature of communication within the virtual world website Second Life
- *Visual Literacy*: Maintained a WordPress blog with original essays, video content, and photographs
- *Entertainment Communication*: Created a strategic plan for opening a new improvisational comedy theater in Washington, D.C. and gave an improvised presentation in the spirit of the program