

# Courtney Lynn Povero

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## EDUCATION

**Bachelor of Arts**, May 2022  
**Rider University**, Lawrenceville, NJ  
Double Major: Arts and Entertainment Industries Management and Musical Theater  
Concentration: Commercial Theater

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## HONORS

Provost's Scholarship Recipient  
Dean's List- All semesters

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## PROFESSIONAL EXPERIENCE

**Agent Assistant - Intern, Righteous Talent Agency, Phillipsburg, NJ**  
**February 2022 - Present**

- Correspond with major production and casting offices
- Review and submit talent for specific roles and casting opportunities
- Update social medias with relevant and creative content

**Wedding Coordinator/General Employee, Stillwater Meadow, Aledo, TX**  
**March 2020 - Present**

- Coordinate with third party vendors and suppliers; schedule bands, caterers, photographers, videographers, florists, and entertainment
- Direct wedding-day events including guest arrivals, speeches, etc.
- Supervise an on-site team and delegate duties regarding set up, facility team, caterers, etc.

**Waitress/Hostess, Parker County Brewing Company, Willow Park, TX**  
**May 2019 - August 2020**

- Trained new employees on company policies, menu items, and use of software
  - Maintained environment in accordance with company and state health and safety regulations
  - Resolved customer complaints by de-escalating situations through effective listening and communication skills
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## LEADERSHIP EXPERIENCE

**President/Vice President of Special Events/ Traditions Chairman, Executive Committee, Student Entertainment Council, Rider University | 2019 - Present**

- Coordinate schedules, vendors, and special guests, for campus wide events enjoyed by entire student body
- Collaborate with fellow council members to delegate duties while creating new and dynamic events
- Design and convey original advertising concepts and material for social media

**Academics Chairman, Executive Committee, Zeta Tau Alpha National Sorority, Rider University | 2021 - Present**

- Assist sisters in organizing, planning, and executing guided study plans in order for all members to remain in good academic standing
- Create programs involving career development and academic growth to educate sisters on their potential and many career opportunities

- Serve as an academic motivator by recognizing and celebrating chapter members academic achievements.

***Events Chairman, Executive Committee, Arts Management Association, Rider University  
2020 - Present***

- Plan events for students in the arts management major to promote a positive community.
- Collaborate with on and off campus organizations to create learning opportunities for students

***Vice President/Founder, Executive Committee, Club Rock Climbing, Rider University  
February – May 2020***

- Organized club competitions and practices
- Communicated with venues and organize required paperwork

***Dining Chairman, Programs Council, Zeta Tau Alpha National Sorority, Rider University  
January 2020 – March 2021***

- Created and organized an efficient schedule to delegate mandatory house duties.
  - Coordinated meals and schedules while informing house chef of dietary restrictions to ensure all house members remained satisfied
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**ADDITIONAL  
EXPERIENCE**

***Social Media Coordinator, Arts and Entertainment Industries Management, Rider  
University  
2019 – 2020***

- Researched and developed new ways to have a more relevant social media presence and created original content
- Interviewed alumni, faculty, and students to create a more personalized feed

***Student Representative, National Association of Campus Activities, Rider University  
2019 - 2020***

- Attended workshops to better understand and prepare to enter the entertainment industry
  - Scouted new activities and entertainment to be brought to the university
  - Networked with other companies to promote interest and a connection with vendors
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**SKILLS**

Canva  
iMovie  
Microsoft Office: Word, PowerPoint  
Google Platform  
Modasphere  
Casting Networks