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TIF HARRISON

Experience

Ensemble Member The Neo-Futurists Chicago IL

July 2011- Present

Writes and produces original work on a weekly deadline for Chicago's longest running show, *Too Much Light Makes The Baby Go Blind* while working in collective environment. Regularly runs and attends company meetings, served as an editor for company's first literary anthology, *The Neo-Futurists:Body*. Develops original curriculum for workshops as well as teaching and implementing curriculum created by fellow teaching artists.

Booking Coordinator The Neo-Futurists Chicago IL

December 2012 – August 2014

Expanding company's audience through off-site performances and workshops. Communicating through email and phone with hosting venues. Organizing and staffing artists for local gigs and out of state tours. Drafting and executing contracts and invoices for potential venues.

Bookkeeping and Accounts Assistant Doejo, LLC Chicago IL

January 2013 – August 2014

Assisting company accountant with Accounts Payable and Accounts Receivable on multiple bank accounts. Daily data-entry tasks along with providing monthly financial reports and performing bank reconciliations. Daily use of Quickbooks, Freshbooks, Excel and other accounting platforms.

Education and Outreach Intern Chicago Women's Health Center Chicago, IL

February 2013 – July 2013

Archiving, editing and standardizing existing curriculum using Microsoft platforms, maintaining databases and calendars for up-coming classes and workshops and acting as a representative of the health center performing outreach within the community working at various tabling events.

Education

Bachelor of Arts Chicago IL

May 2008

Columbia College Chicago
Acting

Additional Skills/Work

- Knowledge of QuickBooks, Excel, Word, Freshbooks, and Adobe programs
- Copywriting
- Ability to work in a collective and collaborative environment
- Social media platforms such as Facebook, Twitter, Instagram, and Tumblr
- Producing finished work on a weekly deadline

*References Upon Request