

MAYA GENGOZIAN

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EDUCATION

New York University, New York, NY

Expected Graduation: May 2024

Double Major

Steinhardt School of Culture, Education, and Human Development

- Bachelor of Music, Vocal Performance: Music Theatre

College of Arts and Sciences: Arthur L. Carter Journalism Institute

- Bachelor of Arts, Journalism

EXPERIENCE

Assistant Events Producer, **NYU Production Lab**, New York, NY

August 2023 – Present

- Research and brainstorm various event opportunities for NYU students and alumni with fellow assistants and the Lab Director, Linsey Bostwick
- Coordinate facilities for in-house events
- Design lighting using ETC's "Eos Element" system for performance and panel events
- Greet students and guests of the Lab and answer any questions about what we offer

Website Manager, **BearStage at Buchanan High School**, Clovis, CA

August 2023 – Present

- Remote work on bearstage.org
- Manage content and information on the site in a timely manner, including posting audition and callback materials
- Answer messages sent through the site
- Design and maintain website layout

Editorial Intern, **The Story Exchange**, New York, NY

August 2022 – May 2023

- Worked closely with and learn from the editor and staff writers at [The Story Exchange](http://TheStoryExchange.com), a non-profit online publication focusing on influential women entrepreneurs and leaders
- Researched and wrote "quick takes:" short news briefs about entrepreneurial/influential women
- Created enticing posts for LinkedIn and engage with users
- Collaborated with the social media head on the company's LinkedIn, posting at least 3 times a week

EXTRACURRICULAR ACTIVITIES

Cabaret Review and Feature Writer, **Broadway World** (Volunteer)

September 2023 – Present

- Write reviews of cabaret shows at various cabaret venues (54 Below, The Green Room 42, Joe's Pub, and more)
- Analyze performances from various Broadway and rising stars and share highlights with the Broadway World audience
- Interview and research various stars and events for feature stories

President and Producer, **West 4th Stage Company at NYU Steinhardt**

May 2022 – Present

- Lead and collaborate with West 4th Stage Company Executive Board on tasks and scheduling
- Run West 4th Stage Company's Instagram, Facebook, YouTube, and LinkedIn
- Organize weekly meetings and club events with the Vice President and Secretary, including stage productions
- Collaborate with Steinhardt's Undergraduate Student Government on events for West 4th Stage Company
- Schedule all club events, including weekly meetings
- Produce full-length production(s) each semester — includes communicating with Musical Theater International (MTI) and Concord Theatricals

MEDIA SKILLS

Google: Entire Google Suite | Microsoft Office: Excel, OneNote, Powerpoint, Word | iOS: Keynote, Pages, Sheets

Adobe: Audition, Express, Illustrator, Lightroom, PhotoShop, Premiere Pro

Marketing, Organization and Communication: AirTable, Canva, GroupMe, Notion, Signal, Slack, Trello, WhatsApp

Social Media: Facebook, HootSuite, Instagram, Later, Meta Business Suite, Odoo, Pinterest, Snapchat, TikTok, Twitter, WordPress

INTERESTS

Writing, Photography, Video Editing, Music (Taylor Swift, Reneé Rapp, Fleetwood Mac, The Backstreet Lovers), Theater, Movies (*How To Lose a Guy in 10 Days*, *Little Women* (2019), the *Mission Impossible* movies), TV (Any Shonda Rhimes show, *The Bold Type*, *Friends*, *Criminal Minds*), Board Games, Tarot Card Reading, and, last but not least, my cat Emma