

Claire Dempsey

Morristown NJ
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Self-starter and creative professional with exceptional oral and written communication skills with the ability to work independently and meet deadlines efficiently. Seeking entry level, client-facing office positions. Proficient with standard information management tools.

EDUCATION

Bachelor of Arts in Theatre, Wagner College

EXPERIENCE

Rail Events Productions

Box Office Associate

Whippany, New Jersey
October 2025 – December 2025

- Assist Box Office Managers and Production Staff to execute run of show and ensure customer satisfaction.
- Assist customers in ticketing interactions via online ticketing platform E-tix.
- Restock and maintain the cleanliness of the box office and guest facing areas.

Hoboken Public School District

Substitute Teacher

Hoboken, New Jersey
March 2025 – Present

- Provide administrative support in managing student files, assignments, attendance, (etc.).
- Jump into various positions around the school for grades K-8 and adapt to the needs of the classroom.
- Ensure that students complete assignments, stay safe, and stay on task.

The Ride

Host/ Performer

New York, New York
November 2023 – August 2025

- Co-organize, coordinate, and facilitate daily pre-production operations.
- Engage in and memorize routine performance while creating unique immersive experience for all customers.
- Navigating and resolving customer inquiries in real-time while fielding external ever-changing variables.

The Park Savoy Estate

Bridal Attendant

Florham Park, New Jersey
March 2023 – February 2024

- Coordinate with couple, photographers, and vendors to ensure a strictly adhered schedule.
- Maintain flexibility, as well as consistent and effective communication between all members of bridal party and staff.
- Assist in event planning, venue design, daily set up, breakdown and restocking, specific to the needs of each client.

Bookworm Theatrics

Administrative Assistant/ Stage Manager

Basking Ridge, New Jersey
February - March 2023

- Provide administrative support to the CEO, Directors, and Producers throughout various production processes.
- Manage clerical and organizational responsibilities through detailed daily schedules, proper time management during rehearsals, and enforcement of Actor's Equity guidelines.
- Keep detailed daily records of productivity, focuses, goals, and future plans, streamlining and managing the communications between cast and production crew.

Filmnation

Administrative Assistant

New York, New York
May - June 2018

- Acted as direct assistant to EVP, supporting all major projects.
- Review and filter project pitches, providing detailed feedback for EVP review and conception.
- Digitize and catalogue records and receipts from previous and current Filmnation projects.

SKILLS

Microsoft Office Word, Outlook, Excel | NJ State Substitute Teaching Certification | Customer Service | Interpersonal Communication | Public Speaking and Performance | Childcare | Multi-Tasking | Creative Problem-Solving | Organization | Facilitation | Detail-Oriented | Coordination | Social Activism |