

# Susanne Kretschmer

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## Summary

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Detail-oriented student with strengths in organization, communication and collaboration. Proactive. Friendly. Familiar with computer applications and problems solving skills. Fast learner. Seeking work experience and professional development opportunities.

## Education

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### **AMERICAN SCHOOL FOUNDATION, MEXICO CITY – 2012 - 2017**

Highschool Diploma

AP & IB Coursework

### **ACADEMY OF ART UNIVERSITY, SAN FRANCISCO – 2018 - 2019**

Industrial Design Major (Not Completed)

### **AMERICAN ACADEMY OF DRAMATIC ARTS, LOS ANGELES – 2020 - 2022**

Two-Year Conservatory Program (AOS Degree)

Los Angeles Academy Company 2021-2022

## Work Experience

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Community service in providing education to underprivileged children

Assistant Librarian

- Assisting students and engaging in projects and small social events
- Using library software
- Running light IT con computers or printer machine
- Handling money and balancing cash drawer
- Basic book check outs, organizing, cleaning

Financial administrative work

- Order invoices, vouchers and documents - Review account statements
- Order money transfers
- Keep files
- Contact bank account officials

Props Assistant/Set Designer

- Help designing sets for theater
- Choosing adequate items for period of plays
- In charge of all props used during production
- Making and finding props

Hands-on work in carpentry

## Skills

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Bilingual: Fluent in Spanish (Native) and English · Time Management · Organized · Work Ethic  
Problem Solving · Friendly · Carpentry work · Singing · Musical Knowledge ·  
Background in musical theater

## Computer Knowledge

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Microsoft 365 (Includes: Excel, Word and Powerpoint) · Illustrator · Windows and Mac