

Mary Catherine Moore

marycatherinemooore@gmail.com

615.496.5030

Professional Experience

- 4/2009-Present **B Bar and Grill, Garden Café Associates**
Front of House Manager, Special Events Coordinator (4/2010-1/2011)
Server, Cocktail waitress (4/2009-4/2010)
- 8/2008-Present **Freelance French Tutor**
Beginning, Intermediate, and Advanced Levels, A.P. Literature and
Language, SAT II French
- 1/2006-5/2010 **Playwrights Horizons Theater School, New York University**
Box Office Manager, Front desk receptionist, Office Assistant
- 4/2008-4/2009 **Outback Steakhouse (Chelsea Location)**
Host, Server
- 2/2008-11/2008 **The Bushwick Starr Theatre, Brooklyn, NY**
Technical Intern – assisting renters with light, sound, set equipment
- 2008, 2009, 2010 **New York University – Tisch Dept. of Special Programs**
Resident and Program Assistant for Summer High School Drama Program
in Paris, France
- 8/2006, 8/2007 **New York University - Student Resource Center**
Welcome Week Freshman Orientation Leader, Captain in 2007
- 5/2002-8/2004, 1/2008 **Southwestern/Great American Inc. Nashville, TN**
Marketing Dept. Office Assistant (Summers)

Education

New York University New York, NY
Bachelor of Fine Arts, Theater Directing & Design
Bachelor of Arts in French

Franklin Road Academy Nashville, TN
High School Diploma

Languages

- French: Fluent conversation and written: 10 years of study

Special Skills

Microsoft Office (Word, Excel, Power Point), Apple Computers, POSi Touch System, Micros System, Squirrel System, TIPS Certified, New York Food Protection Certificate, Valid US (TN) Driver's License, EU Passport (Portugal)