

Devon Hayakawa

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EDUCATION

BALL STATE UNIVERSITY, MUNCIE, IN

Bachelor of Fine Arts - Musical Theatre

Graduated May 2019 with Academic Honors in Writing & Magna Cum Laude

RELEVANT EXPERIENCE

OPTIVER US LLC, CHICAGO, IL

Office Operations Assistant (Temp to Hire)

Fall 2019-Current

- Coordinate the supply ordering for all snacks and beverages for 300+ employees, support Facilities, Reception, and Travel & Events coordinators, and have the ability to execute their tasks if the lead is not available.
- This job includes stocking, food and bev ordering, inventory, recycling, catering, vendor relations, employee problem-solving, HVAC & appliance maintenance, travel booking, interview candidate communication, hotel booking, expense reports, folio tracking, reception administrative support, phone communication, email communication, copy machine use, mail, FedEx and UPS support, office security, badge programming, basic graphic design, event planning, event setup and teardown, artist booking, problem solving, lifting objects up to 40 pounds, quick-thinking, communication skills, a positive attitude, organization skills Microsoft proficiency, and confidentiality in a fast-paced market environment.

BALL STATE UNIVERSITY, MUNCIE IN

Alumni Ambassador

Fall 2020-Current

- Provide education and mentorship to prospective BIPOC students in the arts and current students within the Department of Theatre & Dance at Ball State University.
- This job includes communicating with current students, alumni, and faculty, problem solving, organization skills, offering feedback effectively, BIPOC centered-communication skills, collaboration, attending auditions virtually, workshopping pieces with current and prospective students, providing accessible resources to prospective students, a positive attitude, and a desire to change the Department of Theatre and Dance for the better.

INTERLOCHEN CENTER FOR THE ARTS, INTERLOCHEN, MI

Box Office/House Management/Patron Services Supervisor

Box Office/House Management/Patron Services Staff

Summer 2016-Summer 2017

- Supervised the Interlochen Box Office, trained new Patron Services Staff on Box Office and House Management protocol, additionally had the responsibilities of a member of the Patron Services Staff (listed below).
- Managed the Interlochen Box Office, answered calls, reserved seats, sold tickets for 9 different theatres of various sizes on campus, worked as House Manager for touring artists, students, campers, and faculty.
- This job included problem solving, conflict resolution, quick-thinking, communication skills, organization skills, and an assertive and confident personality.