

# Emily Polcyn

epolcyn19@bw.edu • (740) 577-5594 • Berea, OH

---

## EDUCATION

**Baldwin Wallace University**, Berea, Ohio

Bachelor of Fine Arts, expected May 2023

Major: **Acting**

Minor: **Arts Management**

GPA: 3.97 /4.0

*Honors:* Dayton C. Miller Honor Society, BW Presidential Scholarship, Dean's List

## WORK EXPERIENCE

**Baldwin Wallace Purchasing Department**, Berea, Ohio

*Purchasing Assistant*, Sept. 2019-Present

- Coordinates and schedules University motor pool
- Maintains vans (filling gas tanks, cleaning vans, taking vans in for service)
- Organizes and updates University Certificates of Insurance
- Increases office productivity by answering and screening phone calls and drop-ins
- Organizes and files documents
- Acquired BW van certification

**Hawken School**, Cleveland, Ohio

*Camp Counselor*, August 2022

- Developed and implemented programming for children's theatre and literature camp
- Responsible for engaging, teaching, and ensuring safety of 30 children ages 6-9 along with one other counselor
- Directed culminating children's performance for parents and staff to attend

**Great Lakes Center for the Arts**, Petoskey, Michigan

*Box Office Intern*, May 2021-August 2021

- Assisted patrons with the selling and fulfillment of ticket purchases and refunds
- Ran ticket sales and audience demographic reports that helped leadership teams with marketing choices and data collection
- Helped to oversee the successful transition of a 50% capacity theater back to 100% capacity
- Expected to work in high stress work environments while simultaneously providing superior guest satisfaction
- Assisted in cross-departmental work including bartending, ushering, and house management

## LEADERSHIP EXPERIENCE

**Baldwin Wallace Student Government**, Berea, Ohio

*Assistant Student Body Treasurer*, Nov. 2019-Nov. 2020; *Student Body Treasurer*, Nov. 2020-Present

- Keeps an accurate account of the budgets and expenditures of all Student Government funded organizations
- Coordinates and presents Treasurer Workshops that explain finance operations to organizations
- Participates in Student Government Leadership responsibilities including attending SG Leadership meetings, Senate meetings, and SG retreats

**Baldwin Wallace Theatre Arts & Performance (TAP)**, Berea, Ohio

*President*, Aug. 2022-Present

- Presides over entire organization by setting agendas, leading meetings, and planning events
- Oversees and delegates work of all other TAP Executive Board members and acts as a liaison between TAP and the BW Theatre and Dance faculty
- Proctors the Student Play Selection Committee, including selecting student representatives and leading SPSC meetings to recommend productions for Baldwin Wallace to officially produce

**Creakerbox Radio: Radio on the Lake Theatre**, Cleveland, Ohio

*Student Director*, Aug. 2022-Oct. 2022

- Scheduled and ran auditions to help the theatre decide which actors to add to the company
- Directed two full-length radio plays which involved picking a cast, instructing actors through the process, and managing post-production process