



Caitlin Dunlap

STORY TELLER
RELATIONSHIP BUILDER

EXPERIENCE

- ★ **Elevate K-12 | 2022 - Present**
Sales Development Representative
 - Completes research and lead generation.
 - Conducts cold calls to prospects to schedule meetings.
 - Successfully meets and exceeds quota.
 - Regularly steps up as leader on the SDR team.
- ★ **Premier Print & Services Group | 2019 - 2021**
Account Manager
 - Supported sales team with largest revenue in the company, servicing clients all over the world.
 - Fostered relationships with external vendors to maintain competitive pricing, ensure adherence to brand guidelines, and oversee timely delivery.
 - Managed promotional marketing projects, including print, displays, promotional "swag", and more.
 - Collaborated with clients to strategize project goals and generate creative ideas.
- ★ **Chicago Shakespeare Theater | 2018- 2019**
Front of House Operations Coordinator
 - Managed Front of House staff of 40 people, including 5 House Managers. As manager, cultivated a welcoming workplace with a focus on mutual respect.
 - Developed and conducted trainings on accessibility programs and evacuation procedures.
 - Planned and executed 15 show runs throughout the season, including over 500 performances and events, often running 3 performance venues simultaneously.
- ★ **Harris Theater | 2015 - 2018**
Assistant House Manager (2017- 2018)
Usher (2015-2018)
 - Provided event support to the House Manager during performances.
 - Trained volunteers and supervised the ushers, monitored lobby activity during events and addressed any patron concerns or emergencies.

ABOUT ME

- ★ I am a motivated leader with a talent for encouraging growth in others. My background in acting has left me with a strong sense of empathy and a love of collaboration. I am an enthusiastic team player and am dedicated to bringing compassion and positivity to my workplace.


EDUCATION

- ★ **Northwestern University | 2021 - 2022**
Master of Science - Communication
- ★ **Michigan State University | 2011 - 2015**
Bachelor of Fine Arts - Acting

SKILLS

- ★ Adobe, Cold Calling, Customer Service, Events, Google Suite, Leadership, LinkedIn, Microsoft Office Suite, Outlook, Payroll, Prezi, Sales, Salesforce, Salesloft, Scheduling, Social Media, Square POS System, Zoom

CONTACT

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