

Zach Throne

2984 Valley Creek Dr.
Columbus, OH 43223
z.throne71@gmail.com
(810) 656-1573

Education:

Centre College, Danville, Kentucky

Bachelor of Arts in Dramatic Arts and Politics
Graduated: May 2016

Rose Bruford College of Theatre and Performing Arts, Sidcup, England

Five-month study abroad in the American Arts Theatre Course, January-May 2014

Oxford High School, Oxford, Michigan

Graduated: June 2012

Work Experience:

Schoedinger Funeral and Cremation Services, Grove City, OH

Advanced Funeral Planner, June 2019-Present

- Maintain knowledge of products and services required for potential sales by using educational resources
- Preserve good standing with State of Ohio by adhering to life insurance requirements
- Solicit sales to potential clientele via personal presentations and community seminars
- Coordinate schedule with outside generated leads and internal leads
- Manage existing and potential clientele records for assigned funeral chapels
- Resolve outdated or incorrect clientele applications to maintain accurate records
- Submit clientele transactions and applications to both the funeral chapels and insurance companies
- Handle check and credit card transactions
- Assist chapel funeral directors in day-to-day activities and events
- Uphold Schoedinger's policies and standards

Just A Skosh Productions LLC, Columbus, OH

Financial Director, November 2017-Present

- Maintain and organize legal documents for JASP and all subsidiary companies
- Adhere to industry standards and SAG-AFTRA requirements
- Prepare and execute contracts for investors, employees, and independent contractors
- Coordinate and sustain clientele database within the Midwest region
- Conduct negotiations with distribution companies
- Plan and coordinate theatrical premieres for commercial screening and promotional purposes
- Uphold financial accounts and taxes for JASP and all subsidiary companies in conjunction with tax and entertainment attorneys
- Support location scouting team and location maintenance during productions
- Review and execute daily schedules and call-sheets in conjunction with production members
- Fulfill payroll and expenses for investors, employees and independent contractors

- Create and implement marketing strategies for social media and print ad platforms
- Assist the Creative Director in creative development of potential and existing projects
- Solicit potential investors for developing and existing projects with the use of pitch books, marketing presentations and reports
- Served as Co-Executive Producer for *Cadia: The World Within*; Producer/Production Designer/Costume Designer/Executive Producer for *New Exodus*; Producer/Costume Designer/Executive Producer for *Growing Season*

Condado Tacos, Columbus, OH

Barback, Assistant Manager, and Server, June 2016-May 2019

- Prepared and organized server station
- Clean and stock storage areas for paper products
- Expedited food from kitchen to guests
- Completed and reviewed guest orders
- Addressed any guest issues
- Completed daily reports
- Maintained a safe and friendly working environment
- Handled cash ranging from \$50-\$500

Simpson Park Camp Young Adults, Romeo, Michigan

Marketing Director, April 2014-August 2017

- Organized member information
- Distributed advertising and marketing material to potential and returning campers
- Coordinated with Leadership Team
- Managed Mail Chimp and other social media platforms

Centre College Library, Danville, Kentucky

Library Assistant, August 2013-May 2016

- Preserved and organized literature material within library
- Helped individuals in need of assistance within library

The Stith Funeral Home, Danville, Kentucky

Removal Services, January 2013-May 2016

- Responded to pickups at homes, hospices, hospitals, morgues, and accidents
- Transported deceased to funeral home or morgue

The 24th Street Tavern, Oxford, Michigan

Busser, Cook, Dishwasher, and Bar-Back, June 2012-May 2016

- Cleaned and prepared tables, maintained keg facility, cleaned restaurant after hours
- Prepared and cooked food, cleaned and organized kitchen food pantries
- Washed all plates, pans, pots, utensils used by any person
- Assisted bartender with drink/food orders, stocked beverages within coolers, cleaned and prepared bar, organized and maintained liquor storage area
- 40 hours of Restaurant Management Training

Norton Center for the Arts, Centre College, Danville, Kentucky

Scene Shop Assistant, September 2012-May 2013

- Maintained and operated Newlin Hall and Weisiger Theatre for performances; utilized rigging systems and trusses

Oxford Performing Arts Center, Oxford High School, Oxford, Michigan

Student Auditorium Technician, August 2009-2012

- Supervised and directed events in the Performing Arts Center; communicated with public audience members

Achievements and Honors:

- Delta Kappa Epsilon (Alumni Chair: 2015-16, Secretary: 2014-2015)
- Centre Players (Vice President of Production: Fall of 2015)
- Centre College Republicans (Treasurer: 2014-15)
- Dean's Honor List at Centre College: Winter and Spring of 2015
- Received Performing Arts Scholarship at Centre College: February 2012
- Performed at Carnegie Hall: April 2011
- Servsafe Certified

Skills:

Computer: Microsoft Office Products, Google Products, Adobe Premiere, Adobe Photoshop, Adobe Media Encoder, Adobe Audition, Final Cut Pro, Sound Cut Pro, Vectorworks

Other: Stage Combat, Video Media, Broadcasting, Movie Production, Communication