

Becca Kravitz



Bio

Combining her on-set experience as an actor and professional development in medical education administration, Becca is an ideal candidate for the fast-paced collaboration and coordination that is producing. Becca is self-motivated and driven, eager to cross over into video production, and ready to adapt her previous expertise to track, maintain, and develop concurrent projects on time and on budget.

Contact

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Skills

Real-time collaboration tools
Performance analytics
Staff training and invoicing
Public speaking and memorization

Interests

Scott's Cheap Flights
Trashy romance novels
Variably successful gardening
Weird, cranky cats

Areas of Expertise

Project Development & Implementation

- Track simultaneous projects in differing stages to meet deadlines.
- Systematize details for concurrent teams to maintain big picture objectives.
- Design, execute, and modify protocols for work-flow and systems operations to optimize future performance.
- Streamline organization of schedules, locations, invoices, and materials.
- Adapt calmly and quickly to last-minute project curveballs.

Communication & Client Management

- Understand client demands and translate into departmental action items.
- Create clear, concise project documentation for key stakeholders.
- Coordinate and communicate team obligations to maintain strict timelines.
- Develop and disperse written and verbal instructions for project logistics.
- Follow up with clients regarding job performance and evaluation.

Professional Experience

Simulation Coordinator | Rush Medical College Chicago, IL | 2016 - 2020

- Coordinated 50+ simulation curriculum & assessment activities per year to meet program and course objectives for multiple RMC Discipline Directors.
- Generated and reviewed data sets from 3 software programs to initialize the tracking of individual and program performance analysis for approx. 450 medical students each year.
- Created, maintained, and adhered to \$500,000+ annual budget.

Standardized Patient Trainer | Rush Medical College Chicago, IL | 2015 - 2016

- Crafted and implemented new procedures to hire, train, and retain 100+ freelancers with tiered contracts.
- Instructed and supported other actor-educators with various learning styles in the accurate, standardized portrayal of medical ailments and best practices for written feedback of interpersonal communication skills.

Actor

Midwest Region | 2010 - Present

- Research, rehearse, adapt, and perform roles per client and director needs in professional theatre, film, commercial, industrial, and voice over settings.
- Receive and provide constructive criticism.
- For acting demos, galleries, and credits visit beccakravitz.com.

Training & Affiliations

Stephens College BFA Theatre Arts Summa Cum Laude | Columbia, MO | 2010

The Acting Studio Chicago Chicago, IL | 2012-2015

Equity Membership Candidate Actors' Equity Association