

## Ryann Murphy

435 W 54th Street, New York, NY 10019  
ryannlyncontact@gmail.com | (516) 534-8790

### Profile

Detail-oriented and organized clerical assistant with a strong background in administrative support, content creation, and project coordination. Proficient in schedule management, communication, and task coordination. Passionate about the arts, media, and culture.

### Education

FORDHAM UNIVERSITY

*Bachelor of Art*

Major: Theatre. Concentrations: Performance and Playwriting

New York, NY

*Expected May 2025*

### Professional Experience

Fordham University Theatre Program

Program Manager (Clerical) & Content Creator

New York, NY

*Sep 2022 – Present*

- Provided high-level administrative support, managing correspondence, scheduling, and event coordination.
- Drafted and distributed communications, promotional materials, and event information via social media and mass-email/newsletter.
- Maintained financial records and assisted in budget oversight for department operations.
- Acted as a liaison between students, faculty, and external collaborators to ensure seamless workflow.

Fordham Theatre Studio

Lead Artist/Producer

New York, NY

*Feb 2023 – Feb 2025*

- Oversaw scheduling, logistics, and budgeting for artistic projects.
- Led strategic planning meetings and diplomatically mediated conflicts within the team.
- Ensured a collaborative and efficient creative process by bridging faculty and student needs.

Fordham Observer

Opinion Columnist

New York, NY

*Aug 2024 – Present*

- Researched and wrote editorial content on culture, arts, and social issues.
- Met tight deadlines while maintaining high-quality content and clear messaging.

### Skills

**Executive & Administrative Support:** Calendar Coordination, Office Administration, Budget Oversight

**Communication & Writing:** Email Correspondence, Editorial Writing, Promotional Content Creation

**Project & Event Coordination:** Logistics Management, Scheduling, Cross-Team Collaboration

**Technical Proficiency:** Microsoft Office Suite, Google Workspace, Social Media Management

**Creative Problem-Solving:** Conflict Resolution, Strategic Planning, Team Facilitation

### References

Available upon request.