

Gracie Todd

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Home: 10741 Dunhill Terrace, Raleigh NC. 27615

Education

Columbia College Chicago

BA- Comedy Writing and Performance

***Goal:** To build my career in the entertainment industry, joining an outstanding company that offers opportunities for development and impactful experiences.*

Experience

Vivo Ristorante (December 2019- September 2020)

- Restaurant server: Food service at an upscale, Italian restaurant
- Helped screen and train new servers

Video Logger *CONAN O'BRIEN* (September 2018- July 2019)

- Reviewed archival material for Team Coco's upcoming website
- Wrote descriptions and edited sketches, remotes, and monologues

Assistant LED Tech. *David Meyers* (April 2018-June 2018)

- Helped produce custom light-emitting diode products used for television and film
- Designed and tested electronic circuits to ensure accuracy

Talent Intern *CONAN O'BRIEN* (September 2017- May 2018)

- Prepped and managed 'The Green Room' for waiting show guests
- Researched and facilitated guest documentation for talent executives

Second City Chicago Comedy Studies (Spring 2017)

- Worked under professional comedians developing sketch, improv, and writing skills
- Performed in the final show on the ETC Stage

HR Intern, *Greene Resources* (Summer 2015)

- Worked in an office environment, performing administrative tasks
- Booked meetings, conferences, and appointments for staff

Leadership Roles

Producer and Co-host of *Kids in the Yard* comedy show

- Set up and booked a monthly show with over 200 audience members

Vice President of *NOUN* improv

- Booked venues and ran practices for my college improv team

Cofounder of *Appstate Standup*

- Founded and helped run a stand up comedy club in Boone, North Carolina

References: Provided upon request