



# COURTNEY DUNCAN

## PERFORMING EXPERIENCE

- Three years of study, and a First Class Honours, in Musical Theatre at degree level.
- Secured the role of Louisa, in Oxford Operatic Society's rendition of *The Sound Of Music*, alongside many other roles around the United Kingdom.
- Two years study in Performing arts at A level standard.
- Ten years' experience, study and classes at BK Academy, UK.
- Five years of study and classes at the West Oxfordshire Academy of Performing Arts, UK.
- Awarded LAMDA qualifications and certificates, UK.
- Five Years of study and classes at the Jill Stew School of Dance, UK. These included classes in Ballet, Jazz, Tap, Modern & Contemporary.
- Three years commitment to the Military Wives Choir, whereby we performed at charitable and community events such as the Armistice Day services, Cyprus.
- Four years' experience performing with Dramascope, UK, taking on my first ever role at the age of 4 as Molly from *Meehans Annie*.

## PROFILE

I am a highly motivated individual with great interpersonal skills, who thrives on new challenges. I have recently graduated from the University of Chester with a First Class Honours Degree in Musical Theatre. Undergoing my studies, I secured employment in various hospitality venues which developed upon my team working, organizational, communication and collaborative skills.

Throughout my degree, I got the opportunity to develop my ever growing performance skills, including my core skillset of singing, dancing and acting. The intensity and structure of the course allowed me to push myself beyond my own limitations and proved how hard working one has to be in this industry. I am an incredibly hard working and trustworthy applicant who values effort, efficiency and commitment to succeed in what you want to in life. Thus, I would thrive in the dynamic the performing world prides itself on.

## CONTACT

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## EDUCATION

### The University of Winchester

September 2019 - June 2022

Bachelor of Arts (Honours) Musical Theatre – First Class Honours

### King Richard School, Cyprus

September 2015 - June 2019

A-Level	English Literature	B
	History	B
BTEC	Performing Arts	Distinction
GCSE	English Literature	A*
	English	A
	History	A
	German	B
	Mathematics	B
	PE	B
	Additional Science	B
	Core Science	C
	Music	C

## EMPLOYMENT HISTORY

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### **Camp Ben Frankel** - Unit Head for Teen Division / Camp Counselor

*St Louis, USA • 2023 / 2022*

- Conducted risk assessments to ensure the safety of camp attendees was of vital importance.
- Lead and trained an entire cohort of camp counsellors to ensure that childcare practices by counsellors in my division were of the highest quality by providing coaching, mentorship and supervision.
- Developed positive relationships and communication with colleagues, which enabled me to demonstrate my teamwork skills. Equally running meetings as needed and evaluations for all counsellors in my division.
- Collaborated with staff to develop and deliver outstanding programs. Including: team-building activities, wilderness trips, and lessons on leadership.
- Innovated course programs to provide an adventure-focused approach.
- Embodied core camp values to ensure company reputation was maintained.
- Undertook ambitious new roles, which strengthened my core skillset.

### **ADS Creative Solutions Dubai** - Social Media & Marketing Intern

*Dubai, UAE • 2022*

- Directly liaised with clients which relied on my intercultural communication, organisational, and management skills.
- Ensured business continuity through research into social media trends and effectively adjusted strategies accordingly.
- Consistently engaged with social media communities to drive continuous content improvement.
- Utilised platforms to streamline current and upcoming work and cultivated cross functional relationships with marketing teams to obtain relevant input.
- Facilitated strategic decision making, which enhanced my understanding of the importance of planning, cooperation and communication within a team.
- Collaborated and networked within a diverse culture, which required cultural competence, professionalism, and a strong, confident personality.

### **Pitcher & Piano** - Barmaid/Waitress

*Winchester, United Kingdom • 2020/2022*

### **The Sun Inn** - Barmaid/Waitress

*Welshampton, United Kingdom • 2021*

### **The Dickin Arms** - Barmaid/Waitress

*Loppington, United Kingdom • 2022/2023*

- Successfully collaborated within a large team.
- Provided outstanding customer service, where the happiness and wellbeing of customers was at the forefront of my duties.
- Utilised my time management by serving customers food and beverages in a timely manner and ensured the accuracy of their order to maintain customer satisfaction.
- Followed legalities and procedures when serving alcohol to ensure the law was abided by.
- Specialised in mixology, providing customers with recommendations and a premium experience.
- Showcased event management skills by preparing the venue for corporate, private and charitable events.
- Rose to the challenge of operating within and adhering to COVID-19 protocols.
- Demonstrated dedication to delivering high standards of customer service.

**Benjamin Grove**

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