

BRIANNA CORTESE

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914-522-3601 cortesebrianna@gmail.com

EDUCATION

Marymount Manhattan College

Graduated: May 2019

Major: Theater Performance Minor: Musical Theater

Adelphi University- 2023- present

Masters in Educational Theatre

WORK EXPERIENCE

Family Health Associates - Prescription Coordinator
White Plains, NY

September 2019-Present

- Prepare prior authorizations
- Schedule appointments
- Billing
- Provide customer support

Westchester School of Speech and Drama
Scarsdale, NY

September 2019-Present

- Facilitate and plan lessons
- Select material
- Coordinate scheduling and performance dates

TADA! Youth Theater
New York, NY

August 2016

Clocktower Players Summer Stage - Theater Counselor
Irvington, NY

Summers 2014 -2016

- Responsible for 30 + campers
- Set up classrooms for various activities
- Warmed up campers with improv games and exercises to help expand in technique
- Assisted campers with lunch and bathroom breaks
- Rehearsed scenes and songs during free time in preparation for Parent Showcase
- Interacted with parents to answer questions and concerns
- Supported the camp director in producing the Parent Showcase

Nanny

2014 – 2021

- Attended to needs of several children at once
- Provided meals for them
- Engaged in activities with them

SKILLS

Proficient in MS Word, MS Excel, MS Power Point, Medical Billing/Coding, Prior Authorizations, Singing, Acting, Improv.