

CRYSTAL SERSHEN

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EDUCATION

NEW YORK UNIVERSITY, THE GALLATIN SCHOOL OF INDIVIDUALIZED STUDY

Master of Arts

2010

GPA: 4.0 / 4.0

Major: Interdisciplinary Study/Classical Theatre

Research Thesis: "One-Man Tragedy: The Duality of Character in *Macbeth*"

Course of Study: Formerly called the University Without Walls, The Gallatin School at NYU admits focused, disciplined students who create individualized programs culled from coursework, private lessons, independent study, and internships. My master's program was both creative and academic in nature, derived from studies in dramatic literature, performance, creative strategies, and classical theatre.

NEW YORK UNIVERSITY, TISCH SCHOOL OF THE ARTS

Bachelor of Fine Arts

1998

GPA: 3.982 / 4.0

Major: Cinema Studies

Minor: Dramatic Literature and Theatre History

Course of Study: I began my undergraduate study at NYU's College of Arts and Sciences with a focus in Anthropology and Creative Writing. I then transferred to Tisch and majored in Cinema Studies, with a minor concentration in Dramatic Literature.

Awards/Honors: Valedictorian/Founders' Representative
NYU Alumnae Club Scholarship Award
Dean's Scholar Award
Paulette Goddard Award
Lew Wasserman Award
George Amerson Memorial Award for Outstanding Academic Achievement
Dean's List

JAPAN KARATE ASSOCIATION

New York, NY

1990-2003

Attained nidan (second-degree black belt) ranking in Shotokan karate under Sensei Masataka Mori.

COMPUTER, ADMINISTRATIVE & TECHNICAL

2004-Present **MANATT, PHELPS & PHILLIPS, LLP, Los Angeles, CA**

Application & Document Support Specialist, Lead Operator

- Perform all duties of Application and Document Support Specialist: document creation and revision; document revival and conversion; media conversions; desktop publishing; etc. Troubleshoot and assist users with software issues. Formerly lead operator. Assist with migrations, upgrades, and special projects.

2000-2003 **NEW YORK UNIVERSITY/GALLATIN SCHOOL, New York, NY**

Graduate Assistant

- Acted as administrative assistant to Arts Department core faculty and staff.
- Liaison between student body and faculty in compliance with standards for, as well as approval and coordination of, private lessons for course credit.
- Oversaw performance-related student grant applications, procedures, and payments.

- Performed duties of Production Manager for all performance events.
- Facilitated and coordinated art installations in the main lobby of the Gallatin building.
- Assisted in review and maintenance of Arts Department budgets.
- Responsible for student-related performance budgets.

2000

PROSKAUER, ROSE, LLP, New York, NY**Word Processing Supervisor**

- First-shift supervisor. Responsibilities included ensuring the accurate production and timely completion of all work entering the Center; balancing heavy work flow arriving via fax, e mail, and hand delivery; delegating work to operators in high-pressure environment with time-sensitive deadlines.

1997-2000

CRAVATH, SWAINE & MOORE, New York, NY**Assistant Supervisor, Application Support Team Member, Word Processing Operator**

- Supervised staff of 20. Duties included processing all work entering the Center, coordinating secretarial coverage on the floors; maintaining and filing employee records; evaluating performance and skill levels.
- Technical support troubleshooter and backup for Help Desk: Identified and resolved software integration problems; trained and prepared new hires and assisted staff with advanced functions. Assigned to special projects with Application Support Team, including refining and maintaining Online Logging database; testing, evaluating, and installing new software; and assisting with application migrations.
- Performed all duties of word processing specialist. Designated operator for high-priority projects.

1994-1998

ARMIENTI & BROOKS, P.C., New York, NY**Word Processing Operator**

- Performed all aspects of legal document production. Completed overflow work of entire legal staff.

1986-1994

TEITELBAUM, HILLER, RODMAN, PADEN & HIBSHER, P.C., New York, NY**Legal Secretary/Trainer****AUDIOBOOK NARRATION & PRODUCTION**

2013-Present

FEMME VOCALE, Santa Monica, CA**Audiobook Narrator & Producer**

- My clients include authors, agents, audiobook production houses, and publishers—among them Audible Studios, Bee Audio, and a variety of independently published authors and *New York Times* and *USA Today* bestsellers.

FILM & TELEVISION

2002-2005

FREELANCE SCRIPT CONSULTANT & SCREENWRITER

- Analyzed and edited scripts and treatments.
- Assisted in development of story and plot structure.
- Composed and developed screenplays.
- Clients included Will Rokos, Academy Award nominee and co-writer/producer of *Monster's Ball*.

2001-2003

FREELANCE CINEMATOGRAPHER, DIRECTOR, EDITOR

- *Tokyo on the Hudson*, a short documentary imparting the history and philosophy of an ancient martial art.
- *Last Seen with Johnnie Knight*, the documentary ghost story of a murdered, small-town serial killer.
- *Taking the Reins*, a documentary series on female jockeys (Sixteen Hands Productions | Katie Kosh).

- 2003 *MTV, New York, NY*
Story Editor/Writer
- Analyzed footage and created scripts and storylines for *MADE*, a reality show about high school and college students longing to make a dramatic change in their lives.
- 2003 *VH1, New York, NY*
Story Editor/Writer
- Analyzed footage and created scripts and storylines for *Totally Obsessed*, a reality show about individuals with life-consuming obsessions.
- 2001-2002 *BRAVO/ZANZIBAR PRODUCTIONS, New York, NY*
Story Editor/Writer
- Analyzed footage and created scripts and storylines for *The It Factor*, a reality show about actors striving to succeed in show business.

THEATRICAL & PRODUCTION

- 2005-2015 *VARIOUS THEATRES THROUGHOUT SOUTHERN CALIFORNIA*
Professional Actress
- I am a member of SAG and AEA and have performed on stages throughout Southern California and been associated with some of Los Angeles' most prominent theatre companies, including The Will Geer Theatricum, The Actors' Gang, and City Garage.
- 2006-2008 *WILL GEER THEATRICUM, Topanga, CA*
Company Manager, Producer
- Company Manager: managed Theatricum alongside Artistic Director Ellen Geer.
 - Produced five shows in repertory alongside Artistic Director Ellen Geer.
- 1996-1998 *ALLIANCE STAGE COMPANY, New York, NY*
Assistant Director
- Grass-roots theatre company and subject of the Oscar-winning short documentary, *The Personals*.

TEACHING & EDUCATION

- 2005-2008 *WILL GEER THEATRICUM, Topanga, CA*
Artist-Educator
- Taught improvisation, movement, voice technique, and theatre games to K-12 students attending Theatricum's onsite School Days Field Trip program.
 - Played Queen Elizabeth in the interactive performance portion of the program.
 - Actress in in-school Classroom Enrichment program.
 - Theatricum is a preferred arts provider for the LA County Arts Commission, an arts partner of LAUSD, and a participant in the NEA's Shakespeare in American Communities.
- 2000-2003 *NEW YORK UNIVERSITY/GALLATIN SCHOOL, New York, NY*
Graduate Assistant
- Acted as administrative assistant to Arts Department core faculty and staff.
 - Liaison between student body and faculty in compliance with standards for, as well as approval and coordination of, private lessons for course credit.
 - Oversaw performance-related student grant applications, procedures, and payments.
 - Performed duties of Production Manager for all performance events.
 - Facilitated and coordinated art installations in the main lobby of the Gallatin building.

- Assisted in review and maintenance of Arts Department budgets.
- Responsible for student-related performance budgets.

2002-2003

THE PRODUCERS' PROJECT, New York, NY**Filmmaking Instructor**

- Instructed inner-city high school students in documentary filmmaking techniques, storytelling principles, and digital video production and editing.
- Assisted students in the creation of short documentaries focusing on social and cultural issues impacting their lives.
- Shot and edited a short documentary on The Producers' Project for marketing purposes.

1993-2003

WOMEN'S CENTER KARATE CLUB, New York, NY**Karate Instructor**

- Instructed women and girls in Shotokan karate, from beginning to advanced levels.
- Performed self-defense outreach to women in rehab centers and battered women's shelters.

1996-1998

SOUTH STREET SEAPORT, New York, NY**Volunteer/Sailing Instructor**

- Taught K-12 students, Sea Scouts, and Elder Hostel participants in basic sailing and navigation skills, in New York Harbor and on longer, offshore excursions.

COMMUNITY SERVICE & OUTREACH

2000-2001

IMPACT NYC, New York, NY**Volunteer**

- Provided quality-of-life outings and experiences to children of homeless families.

1998-2000

SANCTUARY FOR FAMILIES, New York, NY**Volunteer**

- Provided child care to children of battered women.

2000-2001

COALITION FOR THE HOMELESS, New York, NY**Volunteer**

- Fed the homeless in shelters and on the street.