

# CRYSTAL SERSHEN

## EDUCATION

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### **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 on Anthropology and Creative Writing. I then transferred to Tisch, focusing on Cinema, Dramatic Literature, Acting, and Filmmaking.

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

## TEACHING & EDUCATION EXPERIENCE

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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, and has provided educational enrichment in schools and on-site since 1979. Theatricum's Classroom Enrichment and serves over 22,000 K-12 students annually.

- 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.

## **THEATRICAL MANAGEMENT AND PRODUCTION EXPERIENCE**

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- 2006-2008 **WILL GEER THEATRICALUM, *Topanga, CA***  
**Company Manager, Assistant Stage Manager, Producer**
- Assisted Artistic Director Ellen Geer in all aspects of running the repertory company.
- 1996-1998 **ALLIANCE STAGE COMPANY, *New York, NY***  
**Assistant Director, Stage Manager**
- Assisted Artistic Director Seth Glassman in all aspects of running this grass-roots theatre company and subject of the Oscar-winning short documentary, *The Personals*.

## **FILM & TELEVISION PRODUCTION & WRITING EXPERIENCE**

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- 2002-2003 **FREELANCE/SELF-EMPLOYMENT, *New York, NY***  
**Script Consultant & Screenwriter**
- Analyzed and edited scripts and treatments.
  - Assisted in development of story and plot structure.
  - Clients included Will Rokos, Academy Award nominee and co-writer/producer of *Monster's Ball*.
  - Composed and developed screenplays.

- 2001-2003      **SELF-EMPLOYMENT, New York, NY**  
**Cinematographer, Director, Editor**
- Creator of short documentary film, *Tokyo on the Hudson* (<http://www.youtube.com/watch?v=tRNznUEAJJI>).
- 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            *VHI, 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.

## THEATRICAL EXPERIENCE

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### **CITY GARAGE**

**Santa Monica, CA**

**2009-Present**

Company Member. Perform in shows and weekly workshops with Artistic Director Frédérique Michael in City Garage’s own avant-garde style. In 2004, City Garage was honored (alongside Robert Wilson, El Teatro Campesino, and Charles Mee) with the Otto Award, a national theater award for cutting edge political theatre. Past recipients include Laurie Anderson, Bread and Puppets Theater, Steppenwolf Theater, and Heiner Müller).

### **THE ACTORS’ GANG**

**Culver City, CA**

**2010**

Former Company Member. Performed in weekly workshops in The Actor’s Gang’s *commedia dell’arte*-based Style with Artistic Director Tim Robbins, et al.

### **THE BEVERLY HILLS PLAYHOUSE**

**Beverly Hills, CA**

**2008-2009**

Intensive study with Gary Imhoff.

### **WILL GEER THEATRICUM BOTANICUM**

**Topanga, CA**

**2005-2008**

Former Company Member.  
 Master Classes with Ellen Geer.  
 Improvisation with Ian Flanders.  
 Scene Study with Melora Marshall.

### **THEATRE GROUP STUDIO**

**Los Angeles, CA**

**2004-2005**

Former Company Member. Rigorous training in Stanislavski principles/Method Acting with Artistic Director Lorraine Vozoff.

(I am a working theatrical actress and a member of Actors’ Equity Association.  
 A detailed theatrical resume is available at: <http://resumes.actorsaccess.com/crystal>)

## ADMINISTRATIVE, COMPUTER-RELATED & TECHNICAL EXPERIENCE

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*Manatt, Phelps & Phillips, LLP, Los Angeles, CA*

**Application & Document Support Specialist, Lead Operator**

**August 2004 to Present**

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.

*Matura Farrington Staffing Services, Los Angeles, CA*

**Word Processing Operator**

**April 2004 to August 2004**

Temporary word processing specialist: Manatt, Phelps & Phillips, LLP

*Jovan Temporaries, New York, New York*

**Word Processing Operator**

**September 2000 to March 2003**

Long-term assignments: Sullivan & Cromwell; Proskauer, Rose LLP

*Proskauer, Rose LLP, New York, New York*

**Word Processing Supervisor**

**February 2000 to September 2000**

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.

*Cravath, Swaine & Moore, New York, New York*

**Assistant Supervisor, Application Support Team Member, Word Processing Operator**

**March 1997 to February 2000**

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.

*Armienti & Brooks, P.C., New York, New York*

**Word Processing Operator**

**October 1994 to February 1998**

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

*Teitelbaum, Hiller, Rodman, Paden & Hibsher, P.C., New York, New York*

**Legal Secretary/Trainer**

**May 1986 to September 1994**

## COMMUNITY SERVICE & OUTREACH EXPERIENCE

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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.