

## NOELLE BORRELLI-BOUDREAU

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[www.noelleborrelli.com](http://www.noelleborrelli.com)

Highly motivated college graduate. Multicultural experience gained from living abroad with an innate ability to connect with a diverse population. Seeking an entry level position with possibility of growth.

### EDUCATION

**Massachusetts College of Liberal Arts (MCLA)**

Bachelor of Arts, in Arts Management

North Adams, MA

December 2021

### WORK EXPERIENCE

**San Diego Symphony**

San Diego, CA

**Marketing Coordinator**

11/2022 - Present

- Corresponding with the Artistic & Marketing departments regarding upcoming guest artists to provide biographies and portraits for printed programs
- Producing weekly promotional, pre-sale, on-sale, and know before you go emails, approximately 7-10 a week during peak season
- The front runner of marketing communication for talent managements regarding marketing materials and approvals

**Opera Theatre of Saint Louis**

St. Louis, MO

**Press & Communications Paid Intern**

05/2022 - 07/2022

- Created the visually impaired program templates for the Operas: *Carmen*, *The Magic Flute*, *Awakenings*, and *Harvey Milk*
- Archived and categorized press releases and current press media regarding the opera company and the featured talent for seasons: 2019, 2020, 2021, 2022, and upcoming 2023
- Created and managed the 2022 media alert templates
- Distributed and organized 40 press kits for media critics
- Manned the press table for all performances
- Assisted the development department during the Young Friends Events and the Annual Gala

**Massachusetts Museum of Contemporary Art (MASS MoCA)**

North Adams, MA

**Development/Special Events Intern**

02/2021 - 05/2021

- Researched 8 potential patrons for donations on Tessitura and Iwave
- Analyzed 13 Foundations for future grant opportunities
- Secured 12 grant proposals from 95 grant searches on Guidestar and Grantwatch

- Conducted research on Covid policies at 25 other contemporary art museums and non-profits

### **New Bedford Whaling Museum**

New Bedford, MA

### **Marketing Department Intern**

06/2019 - 08/2019

- Created and managed daily social media posts that engaged audiences and promoted exhibitions, events, and programs
- Assisted in business correspondence, special event set-up, and social media photography
- Researched and updated donor contact lists

## **SERVICES**

### **MCLA National Residence Hall Honorary**

North Adams, MA

### **Inductee**

05/2021 - 12/2021

- Contributed to weekly meetings on campus engagement
- Coordinated with members to produce and direct on campus events

### **MCLA Institute of Art and Humanities**

North Adams, MA

### **Advisory Board**

09/2020 - 12/2021

- Researched, documented, and wrote an analysis of the MCLA IAH annually
- Contributed to monthly meetings on ideas for student engagement on campus

### **MCLA Fashion Club**

North Adams, MA

### **President**

09/2019 - 12/2021

### **Secretary**

09/2018 - 05/2019

- Awarded the Club Executive Board Member of the Year Fall 2020 - Spring 2021
- Established and managed 7 social media platforms, produced 9 fashion shows, and 2 virtual shows reaching over 2,197 views
- Designed and maintained the official club website (<https://fashionclubmcla.wixsite.com/>)
- Produced and managed all social media advertising, website design, expense reporting, meeting minutes, event programming, and communications
- Coordinated with designers and models regarding the completion and production of their collections
- Presented a business plan to the college board and secured an additional \$2000 dollars in funding

### **MCLA Her Campus**

North Adams, MA

### **President**

07/2020 - 12/2021

### **PR Chair**

10/2019 - 06/2020

- Contributing writer; bi-weekly articles
- Established new social media launches, advertising, and publicity on 3 platforms
- Produced 7 short films regarding powerful women in history and civil rights

- Broke the record of most liked social media post thrice on all MCLA social media platforms (@mclahercampus October 21, 2019: 146 likes / October 28, 2019: 217 likes / December 29, 2019: 290 likes)

## **SKILLS**

- Microsoft Office Suite, including Word, Excel, PowerPoint, Outlook, and Mac OS
- Proficient in Google Drive
- Tessitura, Iwave, SmugMug, Asana, Grantwatch, and Guidestar
- Conversational Italian
- Adaptable to all cultures, personalities, and environments
- Marketing and developing on all social media platforms

## **PERSONAL**

Completed Bachelor's degree in 3.5 years. Honor student throughout college. Military dependent of a Naval Bandmaster. Lived in several USA states and Naples, Italy. Attended high school in Italy. Violinist for 10 years, performed for two seasons at Oberwesel, Germany for Creative Connections (2015 - 2016).

## **REFERENCES**

### **Chantal Incandela**

Press & Communications Manager  
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### **Maro Elliott**

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