

Cassandra Toft

contact

940.704.2809



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Wichita Falls, TX 76310



education

Bachelor of Fine Arts in Theatrical Design & Tech

Midwestern State University
Wichita Falls, TX • 12/2015

skills

Creative Problem Solver
Leadership

Detailed Oriented
Efficiently Organized

Technology application experience:

Kronos, Taleo, FTD, EPIC, Photoshop,
Microsoft Office applications, Google
applications

references

Elizabeth Lewandowski - Professor of Theatre

Midwestern State University

940.613.6659

elizabeth.lewandowski@mwsu.edu

Former Educator & Supervisor

Erica Nino - Administrative Assistant

Market Street - Albertson's LLC

940.594.3104

nino.eric@unitedtexas.com

Former Supervisor

Carter Wallace - Artistic Director

Backdoor Theatre

940.733.5835

carter@backdoortheatre.org

Colleague & Former Design Partner

professional experience

Learning Coach - Dexter Learning

Wichita Falls, TX • 11/2020 - 05/2021

- Teach & lead classes on-campus & online
- Provide one-on-one & small group tutoring
- Administer age appropriate feedback to students regarding assignments
- Evaluate student performance to gauge academic development
- Create course content, documentation, & curate gradebooks

Patient Care Associate - United Regional Healthcare

Wichita Falls, TX • 04/2018 - 12/2020

- Assist patients with daily living activities
- Answer call lights
- phlebotomy
- assessment charing
- assist nurses with would care

Assistant Service Manager - Market Street & United Supermarkets

Wichita Falls, TX • 09/2016 - 06/2018

- Team building & coaching team members
- Facilitate guest service for all store departments
- Perform interviews for new team members
- Coordinate & conduct orientation
- Create schedule for front end & other departments
- Executed corrective intervention

Service Counter/Bookkeeper - Market Street & United Supermarkets

Wichita Falls, TX • 01/2016 - 09/2016

- Schedule & execute breaks
- Handle Wester Union & lottery transactions
- Balance tills & sales reports
- Run end of day sales report

Costume Shop Supervisor (Provisional) - Midwestern State University Theatre

Wichita Falls, TX • 01/2016 - 04/2016

- Create work lists in conjunction with production timeline
- Maintain costume budget
- Draped & pattern costume pieces
- Schedule costume fittings
- Attend dress rehearsals to observe need in alterations
- Collaborate with production crew, designers, & director to ensure ultimate production goal