

Nicholas Victor Horne

573-317-6262|nicholas_horne1995@hotmail.com| 50 Clint Ave. Camdenton, MO 65020

Education

**BA PURSUING: PUBLIC ADMINISTRATION, MINOR: SOCIOLOGY,
TEACHING CERTIFICATION: SPEECH AND THEATER | EST. SPRING
2022 | CENTRAL METHODIST UNIVERSITY**

- Dean and President's lists for all four years of study
- 3.89 GPA

**BFA: THEATRE CONCENTRATION- DIRECTING AND PRODUCING | MAY
2018 | AVILA UNIVERSITY**

Skills & Abilities

- Higher Education Navigator
- Managerial Skill Sets
- Accounting And Budgeting- Money Handling
- Peer Counseling
- Academic Advising
- Non Profit Work/ Marketing
- Virtual and In-person Curriculum Development and Implementation
- Web Development
- Youth Specialist (High School)
- Microsoft And Apple Software Navigation And Competency
- Secretarial Skills
- Event Planning (8 Years)
- Theater Management, Production, and Direction
- Scenic Design And Construction

Work Experience

ACADEMIC ADVISOR

*STATE FAIR COMMUNITY COLLEGE: UPWARD BOUND PROGRAM – LAKE OF THE OZARKS
July 2018 to Present*

Leading advisor in midst of distance learning to implement technology in order to connect to student. Front man to launch online tutoring platform. Main advisor to create digital content and year long curriculum within Canvas learning management system.

Academic Advisor for first generation / low income high school students seeking to advance their career through higher education opportunities. Academic advising, event planning, peer counseling, data entry and file auditing. Managing online student data base. Program is grant funded by the Department of Education. • Reference: Jeromy Layman (Director of Upward Bound) 573-821-3866

OFFICE MANAGER

*AVILA UNIVERSITY: TRIO PROGRAMS
January 2018 to May 2018*

In charge of managing and operations of front desk for all TRiO Programs: Student Support Services and Upward Bound programs. In charge of all data entry into online database. Auditing all files for periodic check ins. Scheduling meetings for directors. Delegating tasks to work study students • Reference: Anna McDonald (Director of Trio Programs) 816-501-3719 • Previous Office Manager job with Evangel Church (Fill in during Summer 2016) • Reference: Ask for Gerri 816-942-1414

EVENT COORDINATOR

*CAMDENTON R-III SCHOOL DISTRICT
February 2019 to Present*

Liaison with Facilities director managing all external events using district facilities. Internalized outsourced events saving the district \$120,000 within 2019-2020 fiscal year. Video/ Audio competency to run and operate any presentation type event. Responsibilities across entire district working with technology and custodian departments. • Reference: Dee Seaton (Director of Facilities) 573-552-1888

ASSISTANT SPEECH AND DEBATE COACH

*CAMDENTON R-III SCHOOL DISTRICT
September 2018 to Present*

Coaching team of 30+ students grades 9-12. Coached student to winning district championship and team to district team sweepstakes. Responsible for 10 + overnight travel tournaments managing hotel stays and transportation scheduling. Weekly meetings with students working individually on speeches and performance selections. • Reference: Tom Martin (Former Speech and Debate Teacher/ Head Coach) 573-480-5590

ASSISTANT MUSICAL DIRECTOR AND TECHNICAL DIRECTOR

*BLUE VALLEY SCHOOL DISTRICT &
August 2016 to May 2018*

CONTRACTOR DURING SCHOOL YEAR • Concept design, construction, and performance operating of set, lights and sound. Managing a crew of middle school aged students once a week teaching basic technical theater skills. Communication ability with school faculty from: teachers, admin, and custodians, to students. • Reference: Kelsey Powell (LMS Theater Teacher) 913-731-1900

TECHNICAL DIRECTOR/ STAGE MANAGER/ ASSISTANT STAGE MANAGER

*INSPIRED PUROSE – FORMERLY: IMMEASURABLE PRODUCTIONS
December 2014 to May 2018*

SHOW BY SHOW BASIS • Creating schedules, sign in sheets, blocking, spreadsheets, and keeping rehearsals running on time. Multi-tasking jumping from paperwork to set construction. Calling show and writing rehearsal and performance reports. • Leader and mentor to high school students over course of shows. Middle man for all interpersonal tension spanning across the demographics- parents, students, production team, hired staff, patrons etc. • Reference: Mindy Moritz (Executive Director) 913-709-5106 Student Mentor Reference: Gabi Andrew 913-904-8079

Professional Membership and Training:

- Chairman of Parks and Recreation Committee – City of Camdenton
- Advisory Board Member of Planning and Zoning Committee City of Camdenton

- MKN Membership – 2018- Present: Visionary member requesting a regional round table conference in order to glean ideas and support from common programs across the tri-state area in lieu of how to support students during our national pandemic and spring shut down.
- Member of EOA – Educational Opportunity Association