

# Wendi Loomis

1586 Country Club Road · Tryon, North Carolina 28782 · 828-280-9092 · wendi@jazzandpoetry.com

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## Professional Experience (Carolinas):

### Poetry Alive!, Performance Educator/Special Projects

Sept 1997 – present

Part-time performance as needed and assist with teacher conferences, in-services, and residencies. Develop scripts and secure performance permission for material protected by copyright. Special projects as assigned. First four years toured the country full-time during the school year performing poetry in K-12 schools and giving performance workshops for students and teachers. Fifth and sixth year full-time Tour Coordinator training and managing five teams that tour the country during school year. Coordinated and distributed schedule information, travel, and lodging for the teams. Webmaster duties included: general maintenance and updates to website, improving quality of resource material for students and teachers, responding to student email and selecting student “poem of the month.”

### SmartArts, Arts Integration

August 2004 – present

Co-teach curriculum unit with classroom teacher using arts skills as part of the lesson. Included Poetry with Reading and Social Studies and Theatre with Math and Social Studies.

### Spartanburg Parks and Recreation, Counselor/Drama Coach

June 2005 – February 2007

Create and implement activities with 5-14 year old day camp participants. Direct participants in collaborative creation and performance of scripts.

### Carolina Surgeons, Temporary Assistant to Office Manager

January 2007 – February 2007

Resolved collections and billing issues using Medical Manager database. Updated and corrected insurance information, corrected data entry errors for Medicaid, and set up payment plans and collections for overdue balances owed by patients.

### Landrum Junior High and High School, Theatre and Musical Theatre Teacher

August 2005 – November 2006

Teaching Portfolio available upon request

### Handz on Artz, Drama Coach for Landrum Junior High

November 2004 – April 2005

Teach drama games and activities in the Drama classes for 7<sup>th</sup> and 8<sup>th</sup> grade as well as assist in direction of two productions. Assist with English class production of “The Diary of Anne Frank.” Coach Social Studies students on Celebrity Monologues assignment.

### Special Finds..., Inc.

July 1999 – August 1999

Entered new real estate listings into the online MLS database.

## Computer Skills:

Comfortable using software on both Macintosh and PC computers. Familiar with general hardware setup and configuration for PC (adding and removing internal drives, modems, etc). Software experience includes:

<b>Microsoft Office Products:</b> Word, Access, Publisher, Excel, Outlook, Schedule+, Exchange, FrontPage, some Power Point	<b>Publishing Software:</b> Corel Draw, AOL Press, Netscape Composer, Quark Express, Pagemaker, Photoshop, HTML, some Flash	<b>Tools:</b> Norton Disk Editor, Norton Unerase, Conversions Plus, Magellan, CleanSweep, Uninstaller, QuickView	<b>Misc:</b> Quicken, Lotus 123, Adobe Acrobat Reader, Q&A Database, FilemakerPro, Medical Manager
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## Professional Experience (Seattle):

### Parker Personnel, Office Temporary

May 1993 - Dec 1998

Jobs included: recovering deleted computer data and analyzing results for Electronic Evidence Discovery, Inc.; electronic records and litigation department assistant for Perkins Coie; data entry and database debugging for Rollins Hudig Hall; reception for Meltec; typing and filing for United Graphics; data entry and reception for Grubb and Ellis.

### Seattle Landmark Association, Publication & Compliance Coordinator

March 1997 - Sept 1997

Design and manage Microsoft Access database for sponsors and grants, generate sales reports, create sponsorship proposal letters for Director of Corporate Sales, track status of proposals and contracts, track compliance requirements, create marketing materials, oversee printing and production of program materials, word processing, and special projects for the Associate and Executive Directors as assigned.

### Encore Media Group, Administrative Assistant

Oct 1995 - March 1997

Database management, database design in Microsoft Access, generating sales reports, data entry, creating advertising proposals for Sales Representatives, writing up advertising contracts, creating press releases, word processing, checking film materials, answering phone, filing, and special projects for the Publisher as assigned.

### Raging Muse Press, Editorial Production

June 1994 - Jan 1996

Typesetting, proofing, and editing text for monthly publication *Emeralds in the Ash*. Distribution, public relations, sales at local poetry venues, and special events.

## Published Poetry:

2000	Anthology	<i>Poetry Slam!</i>	Manic D Press	San Francisco, CA
	E-zine	<i>Lid</i>	Kim Holzer	World Wide Web
1999	Chapbook	<i>Crossing Bridges</i>	Self-published	Asheville, NC
1998	Internet Feature	<i>Poetry @ About.com</i>	Bob Holman	World Wide Web
1997	Chapbook	<i>The Seasons Change</i>	WHOOPS	Seattle, WA
1996	Magazine	<i>Plazm</i>	Plazm Media Cooperative	Portland, OR
1995	Chapbook	<i>Reflection in Fragments</i>	Raging Muse Press	Seattle, WA
1994	Monthly Journal	<i>Emeralds in the Ash</i>	Raging Muse Press	Seattle, WA
	Anthology	<i>Six Faces of Eve</i>	Year of the Dragon Press	Seattle, WA

## Education & Other:

PACE Cohort 3 participant in South Carolina alternative teaching certification.

Bachelor of Arts Cum Laude in Acting, Playwriting & Musical Theatre, 1993; Western Washington University

1995-1999 Alto/Soloist with Shades of Praise Gospel Choir;

1993 "University Days" for English Language Program Video, B.G.A. Studios;

1993 Speech Demonstration for Use in Software Program Video, VIDCOM Productions;

New Playwrights Theatre; We're Not Your Mother Players;

Centrum Theatre Workshops with Mike Barber, Susan Fink, Wesley Rice, & Bill Ontiveros

Music: Trained in Voice (Mezzo Soprano), Piano, Flute, & Piccolo. Self taught in Native Flute, Electric Bass, & Clarinet

Dance: Trained in Ballet, Jazz, Modern, and Tap. Self taught in Swing and Salsa.

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## Theatre:

2006	Reporter/Passenger	<i>Anything Goes</i>	Chris Tinkler	Tryon Little Theatre, Tryon, WA
	Tragedian	<i>Rosencrantz &amp; Guildenstern are Dead</i>	Jacque Brown-Williams	Tryon Little Theatre, Tryon, WA
1997-2005	Touring Member	<i>Poetry Alive!</i>	Bob Falls	Asheville, NC
1995	Ensemble	<i>Size of Discontent</i>	Amy Salloway	Bellevue, WA
1994	Cecilia/understudy	<i>The Gondoliers</i>	Lisa Pan	Peccadillo Players, Bellevue, WA
	Ma/Pigeon	<i>The Story of Bhagihwandi</i>	Sara Rashad	Shambhala Theatre, Seattle, WA
1993	Chorus/Soloist	<i>Hair "In Concert"</i>	Michael Harris	Pilgrim Center, Seattle, WA
	Rosalind	<i>As You Like It</i>	Doug Staley	Upstage! Lynnwood, WA
1992	Susan Johnston	<i>The Heidi Chronicles</i>	Dennis Catrell	Western Washington University
	Essie Sycamore	<i>You Can't Take it With You</i>	Dennis Catrell	Western's Summer Stock
	Judy Turner	<i>A Chorus Line</i>	James Lortz	Western Washington University
1991	Courtesan	<i>Comedy of Errors</i>	Dennis Catrell	Western's Summer Stock
1990	Mary Tilford	<i>The Children's Hour</i>	Maureen O'Reilly	Western's Summer Stock
1989	Ensemble	<i>Under Milkwood</i>	Dennis Catrell	Western Washington University
1988	Hermia	<i>A Midsummer Night's Dream</i>	JoAnn Vetter	Green River Community College Auburn, WA

## Solo Performances:

1999	Special Guest	<i>Please Stand By</i>	Julia Ann Delbridge	KPIG radio, Freedom, CA
	Feature	<i>Ugly Mug Reading</i>	Julia Ann Delbridge	Ugly Mug, Santa Cruz, CA
	Feature	<i>Denver Slam</i>	Ted Vaca	15th Street Tavern, Denver, CO
	Feature	<i>Mermaid Reading</i>	Patti Morello	Mermaid Café, Las Vegas, NV
1998	Special Guest	<i>Green Door Slam</i>	Allan Wolf	Green Door, Asheville, NC
	Feature	<i>Seattle Slam</i>	Allison Durazzi	OK Hotel, Seattle, WA
	Special Guest	<i>Deep Ellum Arts Festival</i>	Clebo Rainey	Club Clearview, Dallas, TX
1997	Feature	<i>Living Room</i>	Ciro Viamontes	Habitat Café, Seattle, WA
	Feature	<i>Telepoetics</i>	Danika Dinsmore	SPLab!, Auburn, WA
	Feature Performance	<i>artsEdge</i>	Experience Music Project	Seattle Center Festival
	Feature	<i>Voicebox</i>	Scott Castle	Western Washington University
	Special Guest	<i>Old Times Reading</i>	Jim McAuliffe	Old Times Cafe, Vancouver, BC
	Special Guest	<i>A Salon Production</i>	Gabrielle Boulaine	Alibi Room, Seattle, WA
	Feature	<i>Homeland Reading Series</i>	Cat O'Sullivan	The Globe Café, Seattle, WA
	Special Guest	<i>Uptown Slam</i>	Mark Smith	Green Mill, Chicago, IL