

## DAVID RICHMAN

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### CORE COMPETENCIES

- Blog & article writing
- Written, oral & online communications
- Research, analysis and advocacy
- Public speaking
- Event support
- Media programming and live interviews
- Database entry and management
- Applied acting & role playing

### EDUCATION

University of Maryland – College Park, B.A. English

May 2014

Montgomery College, Microsoft Excel Training

January 2019

### RELATED EXPERIENCE

#### **Freelance Actor**

2022- Present

*Johns Hopkins University & Notre Dame of Maryland University, Standardized Patient (November 2022- Present)*

- Participate in rigorous training to serve as standardized patient (actor) for doctors in training to enhance communication skills with future patients; Act out a variety of illnesses and scenarios to help emerging doctors best prepare for future challenges

*Pennsylvania Renaissance Fair (March 2024- Present)*

- Rehearse, perform and interact with patrons within a renaissance-themed event

*National Criminal Defense College (January 2023- July 2023, occasional/part-time)*

- Acted as a hostile witness to help lawyers in training gain critical law-related skills

**Dinner Detective, Actor**, Baltimore, MD

September 2023- Present

- Entertain guests through mix of scripted and improv immersive murder mystery dinner theater

**Rock & Roll Globe, Freelance Contributor**

January 2022- Present

- Research & author online reviews of album releases; sample review available [here](#)

**Baltimore Improv Group**, Baltimore, MD

2018-2019; 2022-Present

*Front of House/Concessions (October 2022- Present)*

- Perform theatre opening duties, conduct data entry of inventory and use electronic point of service tool for concession sales
- Serve and direct 100+ patrons and improvisers per show

*Corporate Workshop Sales Associate (Part-time/Temp) (September 2018-January 2019)*

- Phoned prospective clients about scheduling workshops
- Tracked participation utilizing Google Docs

**Bird City Improv, Instructor**, Baltimore, MD

June 2021- Present

- Conduct weekly virtual improv class (“Advanced Scenework”) of up to 12 adults using Zoom
- Plan class lessons and activities
- Instruct class to perform 2-person scenes with confidence and ease, touching on intermediate and advanced scenework principles

**The Arc Central Chesapeake Region, Development Assistant**, Severn, MD

August 2019-January 2020

- Managed donor database using EveryAction
- Coordinated all donor-related communications and mailings involving use of EveryAction, Word and Excel
- Managed membership and payment processing
- Supported fundraising events ranging from 25 to 300 attendees
- Provided administrative support including managing calendars, proofreading documents, and filing

- Helped to draft fundraising campaign wording for direct mail, press releases and social media

**The Sound Garden, Store Associate, Baltimore, MD** (Laid-off for financial reasons)

*April 2018 – June 2018*

- Assisted customers in placing special orders and locating records on the sales floor
- Utilized store database to track inventory and place customer orders

**RespectAbility, Communications Fellow, Rockville, MD**

*September 2016- May 2017*

- Wrote and posted original content for social media-based “Respect the Ability” campaign (Facebook, Twitter)
- Contributed to “The Respectability Report,” a nonpartisan political commentary on Senate candidate’s stance on disability issues
- Conducted research on and advocated for disability issues in relation to public policy and the media
- Updated databases and supported development activities such as placing calls to potential donors

**Office of Congressman John Delaney for Maryland’s 6<sup>th</sup> District, Intern, Gaithersburg, MD**

*May 2016-September 2016*

- Responded to constituents, wrote letters to distinguished public servants and conducted legislative research

**Baltimore NPR, General Intern, Baltimore, MD**

*November 2014- February 2015*

- Backed up the show to cd’s and flash drive for rebroadcast. Edited out irrelevant audio with Adobe Audition
- Completed book reports to help producers script interviews. Topics ranged from the history of the US Navy to *Star Wars*
- Flagged rebroadcasts for outdated information and help screen incoming calls

**WPFW Pacifica 89.3 FM, Intern, Washington, DC**

*July 2014-May 2015*

- Conducted my own stories, including one on Autism in the workplace, which was aired
- Greeted guests for Gloria Minott’s *Community Watch and Comments* and converted individual interviews from show to podcasts
- Find headlines for upcoming news segments on the hour
- Assisted with pledge drive via making calls and emails

**Cuneiform Records, General Intern, Silver Spring, MD**

*May 2014-November 2014*

- Helped to tag and categorize YouTube uploads from the record label in order to attract new fans. Listed lineups of acts
- Posted flyers for local gigs of visiting Cuneiform artists and manned tables/sold records at Audio Fest
- Manned the tables at Audio Fest and sold records

**Sirius XM Satellite Radio, Music Programming Intern, Washington, DC**

*June 2013 – September 2013*

- Assisted with day-to-day programming including research and data entry tasks for a variety of radio stations
- Completed audio editing; Added music to the Dalet system in order to efficiently correct metadata
- Compiled research specific to various shows’ needs and assisted with specialty shows

**WMUC Radio, On-Air Host & Board Operator, College Park**

*September 2008 – July 2014*

- Hosted a weekly multi-genre show (punk, indie, folk, garage, psychedelic, etc.) and conducted interviews with local artists
- Operated boards during shows, managed playlists, researched content, and provided on-air commentary
- Used my skills to pilot a podcast of my own outside the studios in the vein of improvised comedy and serious talk

**Music Kids, Program Management Intern, Silver Spring, MD**

*June 2012 – September 2012*

- Built extensive regional databases of area schools using Microsoft Excel and Google Drive
- Compiled and presented academic research on the benefits of early childhood music education
- Maintained inventory of company assets and assisted with planning and running company events

## **COMMUNITY ACTIVITIES**

**Improv Student/Performer/Volunteer, Baltimore Improv Group, Washington Improv Theatre, Laugh Index, Dojo Comedy** *February 2014-Present*