

Isabel Beatriz Tongson

New York City, NY | isabeltongson.com

EDUCATION

Barnard College, Columbia University | New York, NY | *BA Theatre & English* Expected May 2026
Courses: *Playwriting Lab; Playwriting I & II, Dramaturgy, Directing I, Western Theatre Traditions: Modern* GPA: 3.81

ADMINISTRATION & LEADERSHIP

King's Crown Shakespeare Troupe Exec. Board | New York, NY | *DEI Coordinator* **August 2022–Present**

- Hosted Diversity, Equity, and Inclusion training workshops for 10+ campus mainstage productions
- Incorporated the position of Cultural Coordinator into all main stage productions for 2023-2024 season
- Trained Cultural Coordinators in equity and inclusion practices including educating about relevant cultures on behalf of actors and boundary setting

KCST's *Much Ado About Nothing* | New York, NY | *Director & Adaptor* **June–November 2023**

- Edited and adapted script to a 1.5 hour performance and conceptualized an anti-imperialist narrative
- Created marketing plan and designed graphics reaching audience of 3k+ people
- Collaborated and advised team of 24 designers and production managers to create an original culture
- Blocked show and led character work for cast of 14 actors
- Led rehearsals 2-3hrs per day, 5 days per week for 2 months culminating in a 3 show run in November

Clubbed Thumb | New York, NY | *Summerworks Production Assistant* **May–July 2023**

- Sold and checked-in 1200+ tickets in box office of Off-Broadway show venue for two week show run
- Production and stage management assisted for Summerworks Festival show *Grief Hotel* 35+hrs/week
- Company administrative assistant for festival with post-mortem spreadsheets and finance tracking
- Assisted company administration scanning/copying scripts and contracts, running items between offices
- Responsible for tech setup and breakdown every day during tech rehearsals
- Load-in crew, strike crew, and set builder for 3 different Summerworks productions

Dr. Phillips Center for the Performing Arts | Orlando, FL | *Teen Ambassador* **September 2018–June 2022**

- Publicized 12+ touring and community shows reaching 100k+ viewers
- Created graphics for 20+ performances and class opportunities reaching 10k+ viewers
- Consulted with 9+ production professionals in non-profit arts management
- Facilitated open houses for the School of the Arts and arts outreach in underrepresented communities

SELECT WRITING & WORKSHOP EXPERIENCE

Freelance Playwriting & Screenwriting | Various Cities | *Playwright* **August 2018–Present**

- Wrote 11+ full-length plays, one-act plays, 10-minute plays, and scenes
- Produced work in New York, Los Angeles, Maryland, and Orlando both online and in-person
- Advocated for conversations on Asian-American/immigrant experiences and condemning gun violence
- Pitched shows to judges and producers earning 12+ awards/acknowledgments
- Joined the Dramatists Guild of America via invitation January 2022

Morningside Song | Orlando, FL & New York, NY | *Playwright/Actor/Director/Producer* **August 2020–Present**

- Directed, produced, and performed workshop presentation in April 2022 with Trinity Prep Theatre
- Raised \$500+ for the Broadway Advocacy Coalition
- Produced staged reading for Fall 2022 NOMADS WordPlay Festival at Columbia University
- Managed and designed graphics of *Morningside Song* Instagram @morningsidesong reaching 6k+ viewers
- Currently revising for a production at a theatre festival or Off-Broadway

The Blank Theatre's Young Playwrights Festival | LA, California | *Playwright* **April 2021–August 2022**

- Wrote 2 original plays (*A House With a Broken Swing* and *Droplets Pellets Bullets*)
- Supervised rehearsals and workshopped script for both plays
- Oversaw professional recording sessions of both shows for streaming reaching 3k+ viewers
- Encouraged conversations on domestic abuse and gun control laws
- *Droplets Pellets Bullets* slated for publication in an anthology by Concord Theatricals

TECHNICAL SKILLS & LANGUAGES

Tech Skills: Final Draft, Scrivener, Adobe Premiere Pro, Wix, Canva, Social Media (*Instagram, Facebook, TikTok, Twitter, Youtube*), Windows, Microsoft Office, Google Suite, Apple Suite

Languages: Intermediate-Advanced French