

# Mitchell Bozik

✉ [Mbozik2000@gmail.com](mailto:Mbozik2000@gmail.com) | ☎ (610) 703-9410

## EDUCATION

**Northampton Community College** | Bethlehem, Pennsylvania | December 2022  
Associate's Degree in Theatre

## SKILLS

### Graphic Design

Knowledgeable with Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Canva

### Document Editing

Proficiency with Google Drive Suite and Microsoft Office Suite

### System Learning

Excellent at learning new systems, including software and point-of-sales systems

### Social Media

Familiar with many social media platforms, including Discord, Twitter, Instagram, Youtube, and Twitch.

### Language

Intermediate German

## ADDITIONAL EXPERIENCE

### GAPP German Exchange Program

June 2018 - July 2018

- Build international perspective and gain insight into a foreign culture
- Establish relationships with people with alternative outlooks and goals to my own

### Tabletop Games Industry

April 2014 - Present

- Develop tabletop roleplaying games and content for such games
- Write adventures with established formatting conventions
- Balance and create gameplay features and enemies
- Specific knowledge with the D&D 3.5 and 5e, Pathfinder, Starfinder, and Shadowrun systems

## EXPERIENCE

### Tuscan Pizza and Pasta

Delivery Driver

Nazareth, PA

March 2021 - Present

- Deliver orders to local addresses, routing multiple deliveries at a time
- Confirm catering orders, and ensure that orders are fulfilled completely prior to delivery
- Drive safely in all types of weather to ensure safety to myself, company property, and the general public
- Manage time effectively to make deliveries on time and build customer trust

### Touchstone Theater

Rehearsal Assistant

Bethlehem, PA

February 2020 - March 2020

- Provided assistance as directed during rehearsals, learned necessary lines, parts, and blocking
- Learned a specific role to fill in for a cast member's two-week absence
- Moved rehearsal equipment, such as boxes, props, or set pieces, before and after rehearsal

### Northampton Community College Summer Theatre

Actor; Jesus Christ Superstar

Bethlehem, PA

June 2019 - July 2019

- Attended full-time rehearsals, including music and dance rehearsals
- Established meaningful connections with my peers to gain the trust needed to ensure a performance of the highest possible magnitude
- Managed time properly, including scheduling personal practice times and learning music outside of rehearsal

### Mesa Modern Mexican

Server

Easton, PA

May 2019 - October 2020

- Ensured positive guest experiences by seating guests, taking orders, serving meals and drinks, and clearing away dinnerware promptly
- Managed orders, seating, and transactions using a digital Point-of-Sales system
- Trained new servers and hosts, familiarizing them with company policies, expectations, and culture
- Negotiated and resolved customer concerns

### TGI Fridays

Server

Easton, PA

August 2018 - May 2019

- Seated and served guests, take food and drink orders, clear tables, and pre-set dinnerware at empty tables
- Recommended items to guests based on their preferences and my deep knowledge of menu items
- Compiled nightly sales numbers, profits, and gratuity and accurately completed accounting paperwork

### Beck's Land and Sea House

Dishwasher, Food Preparation

Nazareth, PA

October 2016 - June 2018

- Scraped, washed, and efficiently restacked dishware, utensils, and glassware to keep the kitchen's needs met
- Completed deep-cleaning duties, including cleaning the freezer, garbage cans, and walls to ensure a clean working environment
- Oversaw kitchen prep as needed, preparing vegetables, meats, and shellfish for kitchen use

### McDonalds

Cashier, Food Preparation

Whitehall, PA

June 2016 - November 2017

- Greeted customers with a positive and welcoming attitude
- Took and managed orders using a digital Point-of-Sale system
- Recommended menu items, based on customer preference and promote active special deals
- Operated kitchen equipment, including grills, fryers, and drink machines