



MARTIKAH WILLIAMS

ARTIST.
ADMINISTRATOR.
ADVOCATE. EDUCATOR.

Martikah is a multidisciplinary artist, administrative professional, and Co-Founder & Executive of Black Artist Collective CNY, Inc.

EDUCATION

NOTTINGHAM HIGH SCHOOL

Graduated 2013

UNIVERSITY AT ALBANY, SUNY

2013-2015

Major: Theater/Lighting Technology

Minor: Music/Voice

SKILLS

- Performance: Acting, Singing
- Stage Management and Direction
- Writing
- Microsoft Office
- Google Suite
- Adobe Spark
- Splice
- Quickbooks
- Digital Content Management
- Tactics and Execution
- Budget Management
- Hospitality and Customer Service
- Team Management
- Fast Paced Learner
- Organization
- Public Speaking

EXPERIENCE

2020-
Present

BLACK ARTIST COLLECTIVE CNY CO-FOUNDER, EXECUTIVE MEMBER

- Board Development
- Coordinate events and programming
- Develop and implement new programs
- Direct/Stage manage shows
- Develop program budgets
- Grant research and application
- Managing communications, social media
- Membership
- Fundraising
- Bookkeeping & Financial Reports
- Annual strategic planning
- Performing Artist

2022-
Present

NEW YORK THEATRE WORKSHOP TEACHING ARTIST

- Build and implement class curriculum
- Review student submissions and provide feedback
- Support and empower youth
- Classroom management

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EXPERIENCE CONT.

2023-
Present

ArtsConnection TEACHING ARTIST

- Creatively build and implement class curriculum
- Review student submissions and provide feedback
- Support and empower youth
- Classroom management

2020-
2021

SYRACUSE STAGE TEACHING ARTIST

- Lead weekly playwriting classes
- Build and implement class curriculum
- Review student submissions and provide feedback
- Support and empower youth
- Classroom management

2014-
Present

PURPOSEFUL PRAYER EVENT COORDINATOR

- Website management
- Marketing
- Ticket sales
- Registration
- Day of event management

2016-
2020

KING + KING ARCHITECTS RECEPTIONIST, OFFICE COORDINATOR

- Guest Services
- Process mail/UPS/FedEx
- Payment applications
- Invoices and checks/check register
- Assistant to accounting, marketing and HR departments
- Organize lunch and learn programming
- Order supplies and maintain organization of supply room

2021-
2023

GENSLER STUDIO COORDINATOR

- Support Principals and Studio Directors
- Calendar management
- Organize client meetings
- Expense reports
- Booking travel
- Additional admin support to 90+ Gensler Staff

TRAINING

STELLA ADLER STUDIO OF ACTING

2018, 2021-2022

Voice & Speech
Technique
Scene Study
Improvisation
Movement
Shakespeare
Audition Technique

REFERENCES

Cjala Surratt

Black Citizens Brigade
Email: cjasurratt@gmail.com
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Qiana Williams

Central New York Community Foundation
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Gwen Thomas

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