

TIKYRA DOWNS

tikyradowns.com | kyradowns003@gmail.com

EDUCATION

Bunker Hill Community College, Chelsea, MA

Associates in Liberal Arts, expected June 2026

GrubStreet, Boston, MA

Screenwriting Course – Summer 2025

Completed an intensive workshop focused on story structure, character development, and scriptwriting for film and TV.

College of the Atlantic, Bar Harbor, ME

10x Dramatic Writing Studio – Scheduled Fall 2025

Completed a 10-week workshop with weekly script writing assignments, peer critiques, and dramatic writing analysis.

WORK EXPERIENCE

Cafe Eclipse – Barista & Website Coordinator

June 2025 – Present

- Making drinks and connecting with customers to leave a great first impression
 - Building and managing the website to help get the word out and bring people in
 - Pitching in with stocking, cleaning, and keeping things running smoothly
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College of the Atlantic, Bar Harbor, ME – Archivist, Academic Services Worker

January 2024 – June 2025

- Scanned, organized, and digitized documents for faculty, staff, and alumni records
 - Hosted tours for prospective staff and students
 - Managed copier room supplies and ran errands around campus
 - Handled data entry and kept files updated and easy to access
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COA Summer Series, Bar Harbor, ME – Program Lead

June 2024 – September 2024

- Led summer field studies for kids, teaching them a nature themed curriculum
 - Earned lifeguard and CPR certifications
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Red Antler Apothecary + Hive and Forge, Salem & Lowell, MA – Cashier

September 2021 – December 2022

- Handled cashiering, bookkeeping, stocking, and packaging products
 - Assisted customers with purchases ranging from art prints to herbal remedies
 - Gained basic herbalism training and experience with farming tasks
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COMMUNITY SERVICE, CLUBS, AND ACTIVITIES

- Juneteenth Litter Cleanup with Project Kompass (June 2025, 3 hours)
 - COA Dramatic Writing Club (President) (2025)
 - Show Your Colors (2020-present)
 - COA Badminton Club (Jan 2024 - June 2024)
 - COA Volunteer Coffee House (Jan 2024 - June 2024)
 - YouthQuake Volunteer Peer Coordinator (June 2023, 30 hours)
 - Earth Day Festival Preparator (April 2019, 10 hours)
 - Mill City Grows (June 2019, 6 hours)
 - YouthQuake Center BBQ (June 2021, 7 hours)
 - Youth Count (April 2021 & April 2022, 16 hours)
 - Youth Action Board (2021-2023)
 - Grant Writing/Reviewing (May 2021 - July 2021)
 - Upward Bound College Prep Program (2017-2021)
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