

JOB HISTORY**Production Coordinator/Stage Manager | The Academy of Magical Arts at The Magic Castle**

- ❖ September 2019 to July 2023
- ❖ A primary source of communication and point of contact in the Entertainment Department - gathering and disseminating information from performers to aid in scheduling performances, special events magic, performer accommodations and arrivals, show schedules, and digital databases.

Chief Executive Officer/Web Development | Performing Arts Collective of Los Angeles

- ❖ March 2019 to January 2020
- ❖ Head of all design, tech, stage management, actor, volunteer program and company teams - and their interpersonal communication, collaboration, and management. Additionally responsible for the web design, maintenance, and publishing of information and posts on the company website, Facebook, Twitter, and Instagram pages.

Teacher/Tutor | New Light Learning Center

- ❖ January 2019 to June 2019
- ❖ Tutor and after-school teacher for children kindergarten through second grade.

Box Office Personnel | Oregon Cabaret Theatre

- ❖ January 2017 to June 2018
- ❖ Responsible for ticket sales and customer service, seating, and front of house management during dinner service.

Stage Manager | Camelot Theatre Company

- ❖ April 2016 to July 2018
- ❖ Responsible for all design, tech, and actor intercommunication and oversight, running the show, and maintaining the artistic integrity throughout the run.

Marketing Intern | Ashland Independent Film Festival

- ❖ September 2015 to June 2016
- ❖ A part of the social media marketing and press release teams for AIFF 2016, as well as an event volunteer.

Social Media/Marketing Producer | Oregon Fringe Festival

- ❖ January 2015 to June 2015
- ❖ Responsible for the social media marketing and event advertising for the 2015 Oregon Fringe Festival.

SKILLS

- ❖ Proficient in word processing and spreadsheet programs; 90WPM typing speed.
- ❖ Proficient in graphic and web design; as well as HTML and CSS webpage coding.
- ❖ Proficient in scheduling and networking across multiple internal departments and outside organizations.
- ❖ Skilled at Adobe Photoshop and photo, video, and sound editing.
- ❖ Skilled in networking, marketing, and online promotion through social media platforms.
- ❖ Skills in electrics, carpentry, scenic painting, sewing, and stage makeup; as well as prop and jewelry fabrication.
- ❖ Experience in Vectorworks CAD modeling, drafting, and spotlight.

EDUCATION**Southern Oregon University (SOU)**

- ❖ BFA Theatre Arts, Directing
- ❖ BA Communication, Journalism
- ❖ Shakespeare Studies Minor

CERTIFICATIONS/TRAINING

- ❖ Valid Oregon Driver's License.
- ❖ CPR/AED Certified
- ❖ Sexual Harassment and Conflict Resolution training.
- ❖ Trained to work with individuals diagnosed with Autism Spectrum Disorders and Asperger Syndrome.