

Objective

To find a temporary position that utilizes my extensive project management and development experience and managerial skills in a creative, fast-paced, and “of-service” environment.

Summary of Qualifications

Event Coordination & Project Management

- Experienced in all facets of conceptualization, design, administration and completion of large- and small-scale private, corporate and entertainment event production
- Trained and proficient in budget, timeline and staffing development
- Extremely proficient at both vendor and client relationship development
- Possess interpersonal communication skills conducive to interfacing with both high-level celebrities and corporate clients
- Possess ability to maintain high level of critical thinking and problem solving capabilities at times of extreme stress
- Over twenty years of event stage management, Master of Ceremonies, and V.O.G. experience
- Highly creative; can facilitate brainstorming sessions and utilize them to push conceptual boundaries

Team Management & Collaboration

- Team leader, trainer and mentor; optimizing staff performance and productivity
- Experienced in communicating vision and facilitating team collaboration

Office Management & Administration

- Several years experience reporting directly to high executive level management
- Excellent organizational, administrative, and time-management skills
- Manage multiple projects without compromising quality
- Excellent telephone, speaking and social skills in any client or talent situation
- Perform well in busy and high-stress environments
- Proficient bookkeeping skills, including financial reporting utilizing Quickbooks Pro

Relevant Experience

SEQUOIA PRODUCTIONS, Los Angeles, CA

(310) 836-3685

Freelance Project Manager and Producer (2006 to Present)

- Project Manager for several high-profile and corporate events including Arrivals and Departures at the Academy Awards for the past three years, Entertainment Weekly Pre-Emmy Party for the past three years, several events for Westfield Corp., including national sales meetings and several mall openings and numerous events for the Australian Consulate as part of their annual Australia Week celebrations in that same time span
- Utilized both existing, and newly created vendor relations to maximize budgets
- Developed, maintained, and was overseer of production timelines
- Led installations of all events, from site acquisition to strike completion, including overnights
- Responsible for staffing, overseeing staff and delegating management onsite
- Acted as frontline point person at limo arrivals for highest profile events
- Regularly wrote live, presentational and marketing copy
- Developed and facilitated audio, video and PowerPoint collateral for clients
- Monitored work between vendors and designers

SPECIAL OCCASIONS and ALYSE SOBEL EVENTS, Los Angeles, CA

(310) 440-9430

Production Coordinator and Associate (2004 to 2006)

- Assisted in coordination of all aspects of high end private event production
- Developed skills as day-of coordinator for high-profile weddings, bar- and bat-mitzvahs and other private celebrations
- Assisted in development and maintenance of high-profile client relationships
- Maintained and administered budgets, invoices, and production timelines

EOLAS CONSULTING INC., Chicago, IL (630) 681-8846
Partner (2000-2002)

- Partner in Knowledge Management consulting firm
- Managed and led design teams in all graphical elements of firm's output
- Wrote, designed and produced presentations, web elements, marketing tools, and task outlines
- Produced educational materials, user documentation online training tools
- Led training groups and sales presentations for clients
- Created collateral materials for sales presentations for both the partnership and clients
- Identified problems, diagnosed causes, and determined corrective actions for both graphic and communications strategies
- Coordinated client relations
- Monitored work between vendors and designers

EOLAS TECHNOLOGIES INC., Chicago, IL (630) 681-8846
Assistant to the President & Office Manager (1996-1999)

- Advised the President and CEO of the company
- Coordinated and participated in meetings between company and investment groups, shareholders, and prospective technology partners
- Created and gave static and animated PowerPoint presentations
- Managed all financial and administrative records and produced monthly reports for the President
- Executed daily operations including reviewing, screening, and responding to mail and phone contacts for the President, maintaining daily schedule, and arranging all travel arrangements
- Maintained close personal contact with Shareholders and Executives
- Collaborated on marketing strategies and campaigns

*** Additional past employment includes food industry management and service,
501C3 administrative, theatrical, performance, and music positions**

Technological Proficiencies and Other Skills

- Web site construction with specialization in site conceptualization
- PC and Mac proficiency
- Basic HTML
- Macromedia Dreamweaver, Fireworks and Flash
- Adobe Photoshop, Illustrator, Premiere, GoLive and Acrobat
- Microsoft PowerPoint, Word, Excel, FrontPage, Project and Access database design
- Apple iLife '09, Final Cut Pro and Audacity
- Intuit QuickBooks
- Streaming content creation including Real Media, MP3 and WMA formats
- DVD formatting and creation
- Professional actor, singer and voice
- Professional musician (saxophone)
- Twenty plus years experience in all phases of food service industry

Education

Bachelor of Science in Theater, NORTHWESTERN UNIVERSITY *Evanston, IL*
Digital Graphic Design, INT'L ACADEMY OF MERCHANDISING AND DESIGN *Chicago, IL*
Improvisation, SCHOOL OF THE SECOND CITY and IO WEST *Los Angeles, CA*