



Company	Position	Location	Year
Forestburgh Playhouse	Production Stage Manager	New York	2019
<ul style="list-style-type: none"> <li>Orchestrate 7 full scale theatrical productions</li> <li>Manage the day to day operation of production</li> <li>Facilitate communication and scheduling of over 70 employees</li> </ul>			
HB Studio	Desk Staff	NYC	2018-2019
<ul style="list-style-type: none"> <li>Project poise and authority</li> <li>Direct guests to correct rooms and answer any questions</li> <li>Answer telephone, relay messages, address complaints</li> </ul>			
Brierpatch Productions	Company Manager	NYC	2018
<ul style="list-style-type: none"> <li>Submit and distribute payroll for all production employees</li> <li>Compile Union Reports for Actors Equity, Stage Directors and Choreographers, &amp; United Scenic Artists</li> <li>Track ticketing sales and distribute tickets through various sources to increase sales</li> </ul>			
Evan Bernardin Productions	Company Manager & General Management Assistant	NYC	2017
<ul style="list-style-type: none"> <li>Manage a Front of House team of 7 between two productions</li> <li>Successfully execute multiple opening night parties/events</li> <li>Facilitate day to day operations for management of 4 different productions</li> </ul>			
S2BN Entertainment	Associate Producer & Executive Assistant	NYC	2017
<ul style="list-style-type: none"> <li>Facilitate schedules and meetings with teams in multiple countries</li> <li>Reorganize and update filing on current and past projects</li> <li>Compile reports/research needed for executives and meetings</li> </ul>			
S2BN Entertainment	Producing Intern	NYC	2016
<ul style="list-style-type: none"> <li>Greet and welcome guests and clients</li> <li>Answer all incoming calls and redirect/take a message</li> <li>Contribute to the team by accomplishing task as needed</li> </ul>			
Allenberry Playhouse	Company Manager	Pennsylvania	2015

Education	Affiliations	Skills/Certifications
<b>The Florida State University</b> BA Theatre & International Affairs <b>Study Abroad/Theatre Academy</b> <b>London</b> Shakespeare Performance, History of London Theatre	Member of AEA Kappa Kappa Psi - Gamma Nu Omicron Delta Kappa - FSU FSU Fencing Club Marching Chiefs - Leadership	Passport, Driver's License, NYC Fire Guard, Mac, Windows, Microsoft Suite, Google Suite, Weebly, Read Music, Flute, Intermediate French-speaking & writing

**Please Note**

Resume has selected work experience which has left gaps. I have worked extensively in theatre and entertainment on a freelance and production basis which leads to short time frames at a variety of companies.