

Skills

- Ability to build custom business development opportunities with donors, sponsors, and partners
- Versed in high-stress operations, project and event management
- Experience with staff scheduling, coordination, and training
- Strong ability to craft moving and meaningful marketing campaigns
- Proficient in social media targeting and communications
- Exceptional logistical capabilities
- Strong problem solving skills
- Excellent written and verbal communication skills
- Skillful in volunteer coordination and team management
- Efficient in office management and administration
- Outstanding customer service skills
- Tenacious ability to coordinate multiple events at once
- Confident, articulate, and professional speaking abilities and experience
- Experience with Front End Development; HTML, CSS, and JavaScript

Experience

Rad Plaid / Co-Founder & COO — Nov 2017 - Mar 2020 | Portland, ME

As the co-founder and COO, I performed all of the day-to-day operations of the local music calendar, promotional website, and mobile app, Rad Plaid. Our mission was to enhance the lives of fans by connecting them with local musicians and fostering a thriving Portland music scene. As a manager of a small, but growing startup, my responsibilities included daily problem solving and creative improvisation, client oversight, staff management and training, documenting and executing operating procedures, facilitating new business development opportunities, creating and executing marketing campaigns, social media posts, and email campaigns.

The Cheese School of SF / Events Manager & Office Coordinator — Apr 2016 - Nov 2017 | SF, CA

I joined the catering team specifically to manage the growth and development of the events department—doubling the number of public classes and tripling custom private events within the first several months of my employment. My strong communication skills and attention to detail facilitated the development of company-wide processes, including staff training and onboarding guides, event outlines and catering SOP, and logistics strategies. Additionally, I maintained professional communication with clients and customers via phone, email, and in-person correspondence.

Recovery International / Project Manager — Jun 2014 - May 2015 | Chicago, IL

I led projects focused on growing and developing operational procedures such as client and volunteer management, fundraising opportunities, and office administration projects. I oversaw the launch of the new website and closely assisted the Executive Director with year-end fundraising efforts. I also managed the Annual Leadership Training Conference which included facilitating sessions, presentations, and workshops for volunteers and employees. Additionally, I researched and organized new programs and outreach opportunities to reach our annual financial and strategic goals.

Riverwalk Fort Lauderdale / Events Manager — Oct 2011 - Apr 2013 | Fort Lauderdale, FL

As Events Manager, I organized, marketed, and executed over a dozen large scale fundraising events yearly. The events I managed averaged over 1,000 attendees and hosted between 10-25 food vendors. Additionally, I custom-tailored sponsorship and vendor packages for our supporters and negotiated special sponsorship opportunities and in-kind partnerships. I was responsible for the promotion and marketing of all events, sponsors, public initiatives, and the organization's online and social media presence.