

## EDUCATION:

### NORTHWESTERN UNIVERSITY, EVANSTON, IL

- BA in Theatre Management, Minors in Latin and Psychology
- University College London, Associate Alum in Literature and Film

## PRODUCTION AND PROJECT MANAGEMENT:

### RPM, NEW YORK CITY, NY

#### *Project Manager (2022-Present)*

- Manages upwards of 40+ project deliverables for multiple Broadway clients each day at a full service agency
- Works with general management and producing offices to ensure cohesive creative campaign strategy and execution for Broadway productions, live entertainment events, domestic tours, and international tours
- Liaises between agency staff and clients to coordinate needs and produce video, graphic, and writing deliverables

### SMALL POTATOES COMMUNICATIONS, ST LOUIS, MO

#### *Account Executive (2021-2022)*

#### *Project Manager (2020-2021)*

- Managed internal communications for six departments as an agency consultant for Papa John's International
- Completed project briefs, maintained budgets and organized company project management softwares
- Led internal account checkins, ran client meetings to ensure goal alignment, managed client relationships
- Event managed 2 full day, return-to-office celebration events with \$100K+ budgets for corporate client in 2021

### WISCONSIN DEMOCRATS / BIDEN FOR PRESIDENT COORDINATED CAMPAIGN, MILWAUKEE, WI

#### *Regional Operations Associate (2020)*

- Worked as a member of Team Operations in the Milwaukee and Madison sectors of Biden's presidential campaign
- Event managed two large-scale Get Out the Vote drive-in concerts, implementing creative solutions for safe campaign events during COVID-19 pandemic spikes while managing artists and production components
- Coordinated with state party to make purchases, organize volunteers and poll watchers, and dispatch supplies

### AURORA PRODUCTIONS BROADWAY, NEW YORK CITY, NY

#### *Production Management Assistant (2019-2020)*

- Coordinated in-theater production processes and load outs for Broadway shows including *Company*, *The Rose Tattoo*, *Betrayal*, and *Sea Wall/A Life*, overseeing large scale crew construction and daily schedules
- Problem-solved production related issues in theater as Assistant Production Manager on various PM teams
- Built and maintained daily trucking schedules, oversaw all trucking in and out of assigned theaters
- Assisted in management, disbursement, and tracking of creative budgets over 5 million per show
- Worked in a Broadway office to organize schedules, update files, sort paperwork, and direct calls

### THE DOLPHIN SHOW, CHICAGO, IL

#### *Producer, Production Manager (2017-2019)*

- Oversaw the production processes of two large scale musicals and connected all creative departments to deliver cohesive final products in 1000 seat theater, ran production meetings, hired designers and creatives
- Directly supervised all in-theatre production activity, scheduled labor, and managed three build sites
- Created, maintained, and tracked production budgets of \$100K per show

### ARTS ALLIANCE, CHICAGO, IL

#### *Production Manager, Executive Director, (2016-2019)*

- Oversaw the production processes of five full scale theatrical productions and comedy shows each season
- Directly supervised the work of 16 board members and ran weekly board meetings
- Maintained the organization's branding and had final decisions on all organization related matters and marketing

**SKILLS:** IATSE and AEA Contracts, rigging, budgeting, basic AutoCAD, carpentry, FileMaker, Microsoft Suite, Google Suite, Avaza, Trello, Monday, Crafter SMS, ContactMonkey, game design, formal logic, competitive synchronized swimming