

Summary of experience

- Management experience in budgeting, innovation, and leadership
- Independent and group worker able to learn and adapt quickly
- Strong ability to work in fast paced and high stress environments

Work experience

2005 - 2009 PDX Jazz | Portland Jazz Festival Portland, OR

Operations Director

- Direct event operations for 100 Festival events attended by 35,000 including all planning, pre-production, and on site management
- Administer box office operations for all ticketed events
- Oversee administration of office management and organizational systems
- Developed, built, and maintain festival website: pdxjazz.com
- Implement sponsorship fulfillment for 22 sponsors from contracting to activation
- Organize and oversee sub-contractors, internship program and volunteer coordinator staff of 25
- Supervise PDX Jazz membership development and fulfillment
- Manage bookkeeping and associated legal fulfillments of an IRS 501(c)3 corporation

2006 - 2006 Providence Bridge Pedal Portland, OR

Assistant Event Director

- Organized and managed ride course for use by 20,000 cycling participants
- Coordinated 15 staff in support of participants and volunteers
- Procured all necessary materials, rentals, and supplies
- Managed customer service of all participants

2006 - Present Disjecta, Interdisciplinary Art Center Portland, OR

Facility Manager

- Managed 24,000 square foot event space for art shows, music shows, and private rentals with event planning, event set up, and on site management
- Solicit and develop artistic programming in conjunction with Director
- Provide website maintenance and development support

Other experience

2004 - Present

Event Management

- Harvest Century: Event Pre-Production, volunteer coordination, sponsorship fulfillment, and post production
- Good Sport Promotions: Event Pre-Production, volunteer coordination, sponsorship fulfillment, and post production
- Mass Productions: Event Pre and Post Production for various events
- Voices for Silent Disasters: Stage management

Education

1999 - 2003 University of Connecticut Storrs, CT

Bachelor of Arts Political Science

- Graduated Cum Laude, New England Scholar and Dean's list awards

Interests

Running, cycling, philosophy and travel