

EXECUTIVE SUMMARY

Recently included in Special Events Magazine's '25 Young Event Professionals to Watch' List - A decade of experience in production of large-scale events - Talent in bringing creativity to projects and making them especially memorable - Strong knowledge of food, with experience collaborating with Chefs on themed menus as well as guest dietary restrictions - Detail-oriented with extensive experience in managing logistics - Understanding of the millennial clients' expectations - Notable clients include the Grammy Awards Celebration, Warner Brothers, LA Pride and the Federation of International Lacrosse.

WORK EXPERIENCE

Table Set Go, LLC

Owner/Principal

Los Angeles, CA
August 2016 - Present

National Academy of Recording Arts & Sciences

Senior Catering Coordinator, Grammy Celebration

Los Angeles, CA
February 2016 - Present

- Oversees management and execution of 5000+ guest buffet dinner and bar service
- Collaborate and lead team of 600 from both internal union labor and external catering vendor

Angel City Designs

Senior Event Producer

Los Angeles, CA
January 2016 – August 2016

- Coordinated logistics for event production projects both in the Los Angeles area, and out of town

Honeysweet Productions

Senior Project Manager, World Indoor Lacrosse Championship

Los Angeles, CA & Syracuse, NY
February 2015-December 2015

- Curated \$4M budget for all event costs including, but not limited to, Marketing, Public Relations, Event Production, Catering, Broadcast, Sponsorship, Game Operations, Merchandise, Ticket Sales and VIP Hospitality
- Collaborated with artists and graphic design team to create a 38-piece line of event merchandise and staff apparel with reputable sports brand
- Oversaw editorial work for 75-page Commemorative Event Program
- Coordinated Welcome Dinner for over 1200 Athletes, Dignitaries and VIP Guests at the Onondaga Nation

Along Came Mary Events

Event Producer

Los Angeles, CA
February 2012-February 2015

- Wrote menu, design deck and budget proposals to submit to clients
- Contracted and coordinated vendors for rentals, florals, lighting, sound, décor and entertainment as necessary
- Managed event staff and performed on-site problem solving
- Researched menu and event innovations within the industry to stay current
- Maintained social media presence through Facebook, Instagram and oversee construction of new website for ACM

Patina Restaurant Group

Offsite Catering Coordinator

Los Angeles, CA
May 2011-February 2012

- Facilitated daily orders and billing for two major corporate clients, Capital Group and Google
- Consulted with Chefs for special occasion menus and guests' dietary limitations

Creative Artists Agency

Assistant to Cathy Tarr (Motion Picture Agent; Head of Story Department)

Los Angeles, CA
March 2010-May 2011

- Booked meetings and ran calls for a busy company executive; delegating script coverage to reader team
- Established and executed the position of Logistics Coordinator for CAA Young Hollywood Party 2010 for 600 guests and A-List Talent; Funds raised for charity increased 75% from the previous year

Honeysweet Productions

Executive Assistant to President

Los Angeles, CA
October 2009-March 2010

- Accompanied the President to all events; duties included on-site problem solving, and talent wrangling
- Maintained the President's schedule, To-Do List, and edited all company publications

Democrats Abroad, Australia

Volunteer

Sydney, Australia
November 2008-January 2009

- Served on the planning committee and assisted decorations crew for the 2008 Election Watch, and Inaugural Ball

Embassy of the United States of America

Public Affairs Intern, Fulbright Commission

Beijing, China
Summer 2005, Summer 2006

- Assisted in planning, scheduling and preparation of orientation materials for Fulbright scholars traveling to the United States, and from the United States to China
- Initiated, developed, and received funding for the 'Fulbright Kids Guide', which received much praise from the Director

EDUCATION & AFFILIATIONS

Bucknell University

Bachelor of Arts, Management in the Arts

Lewisburg, PA
May 2008

Chi Omega Sorority

Bucknell Alumni Club of Los Angeles, President
Landmark Worldwide

January 2010-March 2013
May 2016 - Present