

Operations — Management — Customer Service

Rooftop Cinema Club, Houston, TX

Sep 2018 – Jan 2020

General Manager

- Managed package flow and business operations as only representative in Houston before opening. Managed contractors and on site projects throughout season. Managed venue and customers for regular screenings and special events.
- Managed payroll, scheduling and inventory for cinema operations. Managed hiring/firing for staff in Houston.
- Handled on site and in studio news appearances for Rooftop Cinema PR.

Mindspring Partners Staffing:

Feb 2018 – Aug 2018

The Family Institute, The Mart, NeoCon, Trading Technologies, Chicago, IL

Development and Communications Manager, Data Analyst, Room Manager and Front Desk Attendant

YourPortal Online, Chicago, IL

July 2014 – Nov 2017

Director of Operations and Accounts

- Managed production of websites and digital assets for 3-6 clients at a time. On-boarded clients, tracked client sales internally and managed project budgets. Managed international teams of designers, engineers and contractors.
- Managed invoices and client accounts, tracked internal expenses and prepared monthly and EOY accounting reports.
- Produced internal sales and training materials, as well as training tools for client integration. Conducted remote and in-person client trainings. Made internal sales via proposal drafting, upselling clients and lead-generation sequences.

Navigate Solutions, Chicago, IL

July 2014 – Jan 2015

Marketing and Research Associate

Teaching — Arts Leadership — Caregiving

Individual Clients

Feb 2020 – April 2020

Caregiver/Mentor for ages 1 month, 1 year, 2 years and a 20 year old young woman, respectively, Houston, TX

Main St. Theatre

Feb 2020 – April 2020

Teaching Artist and Professional Development Liaison, Houston, TX

TUTS

Jan 2019 – April 2020

Teaching Artist: Community Outreach Program, Houston, TX

Salonathon

June 2014 – June 2017

Artistic Associates and Production Assistant

The Runaways Lab, 501c3

Feb 2014 – Aug 2018

John Mossman Productions/The Artistic Home, Chicago, IL

June 2013 – Aug 2013

Student Mentor and Dramaturge, Chicago, IL

CASE for Kids

June 2011 – Aug 2011

Americorps Volunteer Teacher, Houston, TX

∞

The University of Chicago - BA International Studies '14

GPA: 3.4, General Honors, Advanced Spanish

Recognitions: Varsity Volleyball: Maroon Award '11 and '12, Coaches Award '12, UAA Champion '13; Deans List 2012-2014;