



EDUCATION

City College of New York, '23

*Masters of Professional Studies;
Branding & Integrated Communications*

Belmont University, '17

*Bachelors of Arts;
English Literature + Music Business*

ACHIEVEMENTS

One Club For Creativity Young Ones
Shortlist 2022, *Call of Duty: Generations*

BIC Program Capstone Winner Fall 2022
Harlem Mothers: The Language of Grief

SKILLS

Strong leadership and managerial skills, logistics and efficiency, organization and scheduling, written and oral communication, team and individual work.

REFERENCES

Rebecca Pfister
*Operations Manager,
Phillips Auction*

✉ rpfister@phillips.com

Benji Kern
*Former Artistic Director,
Studio Tenn Theatre Company*

✉ ben.a.kern@gmail.com

Britni Harris
*Owner & Director,
PorchSpace Productions*

✉ britniharris.film@gmail.com

EXPERIENCE

Adkom Media, New York, NY

May 2022

Marketing Strategy Intern

-Dec 2022

- Crafted pitch presentations of Adkom's Out-of-Home Media Inventory for a number of clients
- Conceptualized branded activations for various client campaigns utilizing OOH
- Contributed concepts and branding elements for Adkom's owned media
- Developed Adkom's Brand Lab blog, as well as its content calendar and overall mission

Phillips Auctions, New York, NY

Feb 2020

Operations Assistant, Sept 2021-May 2022

-May 2022

- Managed the global auction and exhibition calendars for 8 art departments across 3 locations
- Coordinated contractor services for scheduling and billing cycles
- Organized purchase orders and procurement of office and gallery necessities
- Handled daily administrative duties and support for the Operations department

Gallery Assistant, Feb 2020 - Sept 2021

- Greeted clients and assisted in answering inquiries
- Corresponded with the Client Services department to ensure quality service to multiple clients
- Maintained Covid-19 protocols within the gallery to ensure safety of clients and employees

Studio Tenn Theatre Company, Franklin, TN

Jan 2017

Assistant/Production Stage Manager

-Dec 2019

- Scheduled and oversaw a 2 week rehearsal process and 4-week production for six regional, unionized productions over the course of 3 seasons
- Managed and maintained organizational communications for casts and crews up to 50 people
- Maintained union guidelines to ensure production safety and quality
- Organized production materials, scripts, schedules, company information, etc. during pre-production
- Drafted and compiled logistics sheets for production elements
- Performed various roles during shows: running crew backstage, operating light and sound boards, and cue calling.

Thompson Turner Productions, New York, NY

Feb 2019

General Management Intern

-Jun 2019

- Answered incoming calls and routed phone calls to office staff
- Prepared and distributed daily and weekly sales reports of multiple Broadway productions
- Tracked and compiled ticket type sales into various spreadsheets and presentations
- Maintained office filing systems and organization
- Handled check depositing and income tracking, as well as cash and credit card reconciliation
- Compiled daily theatre reviews and newsletters for distribution to office staff