

## Experience

### *MOXIE Theatre*

Production Manager December 2025-Present

- Manage production budgets, expenses, and labor tracking
- Source, contract, and coordinate with designers and stage management for MOXIE Theatre productions
- Coordinate with rentals team to ensure all production needs are met
- Create and oversee production calendar to ensure production remains on schedule
- Organize and maintain technical and production equipment and elements

### *San Diego Theatres*

Production Coordinator August 2025-Present

- Act as San Diego Theatres back of house representative and liaison during events and for outside contractors
- Create and submit budgets and event estimates to current and potential clients
- Coordinate with other SDT departments to ensure event success and maximum client satisfaction
- Assist in materials and equipment inventory and prepare purchasing information for necessary purchases
- Oversee IATSE crew members assigned to SDT events in accordance with union CBA

### *Dave Smith Productions*

Entertainment Manager – San Diego Zoo Wildlife Alliance October 2021-February 2026

- Act as liaison between Dave Smith Productions and SDZWA
- Produce and maintain daily and rehearsal schedules for performers, performances and special events
- Troubleshoot any problems that may arise, including staffing, weather and equipment malfunctions
- Independently manage performers, performances, and day-to-day operations
- Set up and monitor sound and other various equipment and levels for onstage performers
- Initial and ongoing review of performer budgets

### *Jurassic World: The Exhibition*

Scheduling Manager September 2022-April 2023

- Manage daily and weekly schedule for 60+ performers; created and maintained attendance policy

Performer and Puppeteer September 2022-April 2023

- Perform in 110-pound Blue (Raptor) puppet
- Perform with and in various handheld puppets in both scripted and unscripted roles

### *Actors' Equity Association*

Stage Manager June 2019-Present

Equity Membership Candidate – Stage Manager February 2018-June 2019

### *Kansas City Starlight Theatre*

Production Management Intern May 2017-August 2017

- Write and deliver actor and artistic contracts for self-produced productions
- Organize and maintain equipment when not in use
- Set up and monitor sound equipment for all pre-show performances
- Assist company manager with maintaining travel and housing budgets for performances

### *Excel Family Martial Arts*

Instructor September 2010-July 2016

### *Girl Scouts of Northwest Missouri and Northeast Kansas*

Junior Blast Event Committee Member August 2009-February 2016

- Review applications for volunteers, activities, themes, and committee members
- Organize and create activity map and schedule; buy supplies for activities
- Contact venue, DJ, and other outside contractors
- Train and mentor teen and adult volunteers on how to lead activities and ensure a smooth event

## Education

|                                                  |                                  |             |
|--------------------------------------------------|----------------------------------|-------------|
| B.F.A. Theatre Arts emphasis in Stage Management | University of Nebraska – Lincoln | May 2019    |
| B.J. emphasis in Broadcast Production            | University of Nebraska – Lincoln | August 2019 |

## Skills

|                         |                                 |                                    |                    |
|-------------------------|---------------------------------|------------------------------------|--------------------|
| ·Valid Driver's License | ·Ability to work under pressure | ·Time management                   | ·Problem solving   |
| ·Microsoft Office       | ·Adobe Creative Cloud           | ·Google Suite                      | ·Well organized    |
| ·Adaptable              | ·Team player                    | ·Fully vaccinated against COVID-19 | ·Budget Management |

## Certifications

|                                          |                    |                         |
|------------------------------------------|--------------------|-------------------------|
| Adult, Child, and Baby First Aid/CPR/AED | American Red Cross | Recertification Pending |
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