

Experienced Theater Professional & Community Leader with Over 25 Years of Acting Excellence and Active Board Membership

Relevant Experience

Pacific Conservatory Theater – PCPA, Santa Maria, CA – Associate Production Manager – 2023-present

- Coordinate all logistical aspects of production operations under the guidance of the Production Manager
- Assist in scheduling and running production check-in meetings, ensuring seamless show production
- Oversee production schedules and budgets for assigned productions with excellent attention to detail
- Manage the recruitment and onboarding of new company members, facilitating their integration into the organization
- Arrange travel and housing for guest designers/artists, ensuring their smooth transition into the company
- Coordinate the use of facilities, vehicles, and housing, optimizing resource allocation
- Supervise the Production Intern in production-related tasks
- Demonstrate commitment to equity, diversity, and inclusion through participation in EDI training and workshops
- Create a safe and inclusive working environment while actively addressing issues that hinder diversity and inclusion efforts.

Pacific Conservatory Theatre – PCPA, Santa Maria, CA – Interim Technical Theatre Conservatory Program Coordinator – 2022-2023

- Oversee curriculum for the two-year Technical Theatre Program
- Schedule and coordinate class times, student evaluations, and professional development opportunities
- Coordinate with faculty on student shop assignments and student show/production assignments
- Conduct faculty meetings, student check-ins, and internship check-ins
- Recruit students for the two-year training program as well as the summer internship program
- Mentor students and interns through class projects and show assignments
- Handle all probation and other disciplinary issues as needed
- Mentor and assist with onboarding new technical theatre faculty

CORE Staffing, New York, NY – Executive Administrative Assistant (HR, Treasury) – 2010-2015

- Organize meetings, prepare agendas, record minutes, and distribute action items
- Handle, screen, and respond to incoming phone calls and emails
- Handle confidential and sensitive information with discretion and professionalism
- Manage and coordinate travel arrangements, including booking flights, accommodations, and ground transportation
- Manage and track expenses, including preparing expense reports and managing the budgets
- Provide project management support for special projects and initiatives as assigned
- Serve as a liaison between other departments, as well as with external clients, vendors, and partners
- Conduct research and prepare reports and presentations as needed
- Administrative support for financial analysis, strategic initiatives, and projects
- Relationship building with banks and other financial institutions to ensure smooth transaction processes

Diverse USA Productions, Shalom in the Home, New York, NY – Assistant Production Coordinator – 2006-2007

- Assisted in the following areas:

- Manage production schedules, budgets, and tracking expenses
- Coordinate pre-production activities, including location scouting
- Manage logistics related to equipment, transportation, and other production resources
- Facilitate communication between the production team and external vendors
- Ensure that all necessary permits and permissions are obtained for filming on location
- Provide administrative support to the production team, including drafting contracts, processing invoices, and maintaining production records

University of Illinois at Urbana-Champaign, Urbana, IL – Studio Production Assistant – Fall 2003

- Assist with the setup and operation of studio equipment, including cameras, lights, and microphones
- Maintain and organize the studio equipment inventory
- Assist students and faculty with pre-production planning
- Provide technical support during studio shoots, including troubleshooting any technical issues that arise
- Assist with post-production tasks, including video editing and sound mixing
- Schedule studio reservations and manage the studio calendar
- Ensure that the studio is always clean and organized
- Maintain studio safety procedures and protocols
- Provide training and assistance to new users of the studio facilities

Alta Bates Labor & Delivery, Berkeley, CA – Ward Clerk – 2002-2003

- Manage and update patient records quickly and accurately, ensuring all necessary information is entered correctly.
- Coordinate/prioritize appointments while collaborating with medical staff to streamline the process
- Communicate empathetically with patients and their families, providing essential information and alleviating anxieties to promote positive outcomes
- Ordered and organized essential supplies and equipment to ensure the smooth running of the unit and minimize downtime.
- Carried out various administrative duties efficiently and proactively, providing essential support to the medical team and enhancing the overall efficiency of the ward.

Service

Professional Development Cooperative Coordinator (PCPA Co-Op) – PCPA: 2021-2023

Coordinated successful fundraising and development efforts, securing casting directors, workshop artists, and continuing theatre training programs, along with regional theaters for graduating students, to provide valuable opportunities and connections for future success in the theatre industry.

Curriculum Evaluation Team – PCPA: 2019-2020

Collaboratively restructured the curriculum at PCPA, prioritizing contemporary playwrights over mid-Century American Realism to create a more inclusive and diverse learning experience that better resonated with the student body.

Conservatory Callback Video Audition Review Committee – PCPA: 2022-2023

Evaluated online audition materials submitted by prospective applicants, providing valuable insights and feedback to the admissions team to aid in their decision-making process.

Instructor Evaluation Assessment Committee – PCPA: 2021 - 2023

Collaboratively analyzed and created comprehensive instructor evaluations for the acting faculty, providing valuable feedback and data to improve teaching quality and enhance students' overall learning experience.

Secretary – Board Member – Creekrige Villas Association – 2023 to present

Actively contributed to community governance, maintained accurate records of board meetings, facilitated communication among homeowners, and supported community initiatives to foster a harmonious living environment.

Teaching Appointments

Pacific Conservatory Theatre - PCPA 2019-2023

Voice, Speech, & Dialects, Acting – Comedy Emphasis, and Private Tutorials

Santa Barbara Arts Fund, Studio 2 Student Virtual Mentorship Program 2020-2021

On-Camera Acting, Voiceover Techniques

California Polytechnic Institute, San Luis Obispo 2019-2020

Acting Methods, Script Analysis

Syracuse University Spring, 2017

Guest Artist Acting Workshop

University of Houston Spring, 2016

Acting II, Acting VI – Shakespeare, and Graduate Speech

Notre Dame University/2U Education, Spring 2013

Intro to Shakespeare

Stella Adler Conservatory, Spring 2012

Performance Intensive – *The Merchant of Venice*

Willamette University, Fall 2008

Acting I, Voice & Movement I, Acting Studio I: Shakespeare, Performance Intensive – *Twelfth Night*

Utah Shakespeare Festival Educational Program, 2005-2010

Stage Combat, Monologue & Scene Study

University of Illinois at Urbana-Champaign, 2003-2006

Introduction to Acting, Dynamics, Fundamentals of Acting 270

Berkeley Repertory School of Theatre, Spring 2002

Playwriting Workshops

Software Skills

Microsoft Office Suite

Pro Tools

Microsoft Teams

Basecamp

Microsoft Sharepoint

Virtual Callboard

Adobe Creative Suite CC

Video conferencing software (Zoom, Skype, Blue Jeans)

XD

Experience with QLab, Notion, InDesign, Final Cut

Premiere Pro

Pro, Photoshop, and Illustrator

Audition

Audacity

Professional Affiliations

Actors' Equity Association (AEA) 2008 – present

Over 25 years of professional acting experience and involvement in more than 60 theatrical productions across the country. Performance credits available upon request.