

SUMMARY

- Bachelor of Fine Arts with a Major in Theatre Arts/Minor in Business Management (Dean's List- 6 semesters)
- Experienced with producing/general management in Non-Profit LORT (B, C, D) and Commercial Theater, including plays, musicals, new works, galas, event planning and construction with \$8M to over \$10M budgets
- Skilled in Microsoft Office Suite of Products, Google Workspace, DocuSign, Asana, Airtable and Adobe Products
- Salesforce and IT Support experience: CompTIA A+ certified and Google IT Support certified
- Bilingual 8 years (Spanish – speak, read, write)
- 7 years of experience teaching and leading students from Pre-K to 12th grade

WORK EXPERIENCE

Dallas Theater Center | Remote (Part-time)

June 2023 - Current

Contracts Coordinator

- Follow Artistic Producer's instructions to draft and issue artist contracts under CBA regulations with unions (AEA, SDC, USA, AFM) for productions, readings and workshops in LORT B, C, and D spaces
- Track contracts through full execution and maintain completed contract files via DocuSign
- Maintain internal Contracts/Contacts spreadsheet including all contractual billing requirements
- Share pertinent billing requirements with Marketing and ensure proper billing on marketing assets
- Draft weekly artist payroll and contract payables, obtain approval from Artistic Producer to submit to finance
- Reconcile contracted artist fees and salaries with internal records, budgets and union reports
- Support Artistic Producer in issuing weekly, monthly/annual union reports, required LORT surveys, and processing artist expense reimbursements

His Story: The Musical | The Colony, TX

April 2023 - July 2023

Assistant Producer

- Worked with the Producers/Investors assisting with the management of an \$8M budget and delivery of production
- Assisted Producer in the creation and construction of an in the round 1,300 seat tent with an elevator lift
- Managed the construction and production schedule simultaneously, including maintaining deadlines, delegating work to departments, and liaising with investors, general management, construction, production, marketing, press, advertising, group sales, company management, merchandise, box office, and house management teams while keeping cast/crew updated on changes daily and updating/keep track on Asana
- Aided and assisted investors when they traveled into town for ticket arrangements
- Created and organized Opening Night Event alongside Company Manager and Marketing Manager including Seating Arrangements, Pre-show Press/Purple Carpet, and After Party Events
- Aided Producer with the closing and load out of the musical and managed social media

2023 Dallas Theater Center's Gala | Dallas, TX

Oct 2022 - May 2023

Creative and Logistics Associate/Event Manager

- Managed the creation and production of the Gala, including maintaining deadlines, budget management, delegation of roles, and liaising with production, marketing, artistic, development, and general management teams
- Created and wrote the run of show and script for the evening in the Writer's Room
- Coordinated creative team meetings, design presentations, marketing/press meetings, monthly/weekly meetings and took notes within each meeting to distribute afterwards to necessary teams
- Streamlined and Managed order of events for the day of Gala including: event vendor set up; set up tables and chairs, centerpieces, floral arrangements, buffet tables, stage, and podiums; final walkthroughs, sound checks, and technology checks; guest arrival, event check-in, guest services and communication; managed unexpected problems and emergencies; checked that speakers and performers have what they need and understood their cues; ensured performances and speeches were on schedule; gave out swag bags and managed guest exits

Dallas Theater Center | Hybrid: Dallas, TX and Remote

2022 - 2023

Diversity Producing Fellow

- Produced the FY23 season with the Artistic Producer including Clue, Trouble In Mind, A Christmas Carol, Native Gardens, and Into the Woods and development reading/workshops for I Am Delivered'T and Here Kitty Kitty
- Assisted the Artistic Producer in creating FY23 and FY24 budgets for plays, musicals, readings, workshops and special events on a \$11M budget which was then cut down to \$8M budget
- Provided administrative support as needed including maintaining the schedule/calendar of the Artistic Producer, managing needs of guest artists, tracking of artist conflicts and paid days off, scheduling meetings, taking meeting notes, hosting zoom meetings, etc.

- Acted as liaison between artists and internal departments such as Artistic, Production, Marketing, Development, Finance, and General Management teams
- Attended production meetings, rehearsals, technical rehearsals, previews and performances; communicated needs and concerns to the Artistic Producer as appropriate
- Communicated with necessary artistic leadership regarding production needs and issues as they come up throughout the rehearsal, preview, and performance periods
- Supported the Artistic Department in new play development and FY24 season planning including: copying/reading scripts, updating script database, procuring rights, scheduling of readings/workshops
- Provided production support on mainstage projects when needed
- Assisted the Artistic Producer and Casting Director with setting up auditions and EPAs on all projects for FY23 and FY24 seasons and provided administrative support to the casting director when needed
- Maintain artist database of directors, choreographers, designers and other artists of interest via Airtable
- Served as an Artistic Ambassador for DTC, participated in company-wide events/volunteer activities
- Attended local productions of plays, musicals, and new works in progress by theaters in the DFW area

**Checkpoint Software Technologies | Irving, TX and Remote
Security/VPN Technical Support Engineer (Tier 2)**

2021 - 2022

- Accepted 200+ inbound calls/ 100+ outbound calls a month while over-achieving monthly goals of ticket closures each month; maintained 25+ tickets in queue using Beyond/Salesforce
- Troubleshoot, diagnosed, and resolved hardware, software & other network issues related to Check Point
- Investigated and provided an in-depth analysis of complex firewall/networking issues
- Assisted with customer education and answered questions ranging from basic functionality to complex issues
- Effectively provided exceptional customer service in critical network down situations

**Plano Independent School District | Plano, TX
Fine Arts Substitute Teacher**

2020 - 2021

- Substituted for Fine Arts classrooms across Plano ISD from Pre-K to 12th-grade students remotely and in person with courses ranging from Theatre to Speech/Debate
- Executed lesson plans consistent with the teacher's guidelines, and school curriculum
- Managed the classroom effectively to encourage student participation, minimize distractions and maintain a positive learning environment
- Completed daily report forms, including absences, with lesson plans, classroom/student progress, and positive/learning experiences while maintaining confidentiality
- Communicated in a friendly, positive manner towards parents, students, and administrators

**Madison Theatre | Rockville Centre, NY and Remote
Summer Intensive Assistant Director/Teacher/Video Editor**

Summer 2019 - 2020

- Instructed children ages 8-17 in Vocal Performance, Voice-Over, Play Writing, and Jazz
- Planned and developed curriculums for Vocal Performance/Voice-Over/Play Writing classes for in-person and virtual settings
- Promoted harmony and team-work within the ensemble groups of children within-person and virtual settings
- Assigned homework daily and led homework discussions in class, maintained daily attendance
- Communicated with parents and students regularly via computer/phone
- Assisted Directors that led Cabaret Sections from choosing song selections to reviewing/co-directing
- Video edited 3 out of the 6 films, particularly all of the Cabaret films
- Created 4 musicals with Broadway/off-Broadway Professionals for the various groups of children
- Assisted with production support for all 4 musicals as well as group numbers

EDUCATION

CAP 21/Molloy University- Dean's List (6 semesters)

2016 - 2020

Major: Bachelors of Fine Arts in Theatre Arts/ Minor: Business Management

INDUSTRY SKILLS

Bilingual (English and Spanish), Project and team management, Event planning and production, Adobe (Premiere Pro, Audition), Microsoft Office Suite of Products, DocuSign, Canva, Asana, Airtable, Salesforce, IT Support: CompTIA A+ certification and Google IT Support certification, Casting, Directing, Shakespeare, Improv, Stage Combat Unarmed Beginning Combatant Certificate, Dance (Jazz, Ballet, Hip-Hop, Tap, Musical Theatre), Dialects (Standard British, Contemporary London), Good with Kids (children's performer), Music Theory, Teaching, Texas Driving License, U.S. Passport