

Education

May 2019

University of North Carolina Wilmington
Bachelor of Arts in Recreation, Sports Leadership, and Tourism Management

Study Abroad

May 2018

East Africa- Zambia, Malawi, Tanzania

Work Experience

Health and Safety Set Liaison - Hightown Season 2 **October 2020 - Present**

- Certified for Music Video, Commercial, Television and Film Production Sets through Health Education Services
- Work with production management to ensure compliance with COVID-19 requirements and production-specific COVID-19 Production Plan
- Serve as a resource to production for questions or concerns regarding COVID-19.
- Oversee and monitor social distancing, use of face coverings, symptom monitoring, disinfecting protocols, and PPE education, protocols and adherence on set

Covid Compliance Officer - USS Christmas Productions LLC. **September 2020 - October 2020**

- Certified for Music Video, Commercial, Television and Film Production Sets through Health Education Services
- Worked with production management to ensure compliance with COVID-19 requirements and production-specific COVID-19 Production Plan
- Responsible for maintaining the inventory of personal protective equipment and disinfecting supplies and ensuring sufficient supplies are always available.
- Worked with Covid Compliance Supervisor to oversee testing program and coordinate schedules and testing.

Backstage Hospitality Coordinator - Live Nation - Charlotte, NC **March 2020 - September 2020**

- In partnership with the venue General Manager and Production team, responsible for administering hospitality focused ideas and implantation
- Maintained top-tier hospitable and accommodating environment for artists and touring personnel in all backstage spaces
- Responsible for all expenses through maintaining a cash rectification sheet and keeping a log of all receipts of expenses
- Planned all backstage activities, making it personal or customized to artists interests, various touchpoints for both the artist and crew, celebrations/milestones or appreciation
- Worked in tandem with venue team to identify under-utilized backstage areas that could be transformed into spaces of comfort

Executive Assistant/Artist Relations - Xandali Music - Charlotte, NC **January 2020 - April 2020**

- Managed extensive and detailed calendars, coordinating multiple calendars, changing agendas and high-volume workload
- Communicated with buyers, clients, managers, record labels, and promoters as first point of contact
- Provided full administrative and overall executive support to a busy executive office, managing and facilitating the flow of information through the office in a poised, professional and efficient manner.
- Built relationships with brands and their agencies in order to generate new business opportunities
- Proactively seeked out new business opportunities by reading trades and sharing research, trends and insights
- Act as a liaison between the label, artists, and management companies

Concert Production Assistant - Greenfield Lake Amphitheater - Wilmington, NC. **October 2018- December 2019**

- Developed and implemented creative and innovative strategies for utilizing an organization’s relationship with an artist
- Artist Advance with Tour Managers, Production Managers and Agencies
- Implementation of artist schedule as written and communicated by Artistic Administrator and the Artist Services Coordinator
- Worked with labels to develop and manage marketing plans and ticket link releases
- Reconciled show expenses compared to contracts
- Scheduled and managed the associated venue staff, stagehands, sourcing food vendors, and security

Event Production/Coordinator - Brooklyn Arts Center and The Annex - Wilmington, NC **February 2018- May 2019**

- Planned and facilitated The Annex Songwriter Sessions, Made in NC Art Shows and Concerts
- Served as point person to manage logistics & budgets between client & internal operations team
- Marketed and executed plans for all music events
- Planned and prepared for meetings with internal teams and external clients, including organization of agendas and documents
- Tracked all contracts and deposits for client and events
- Coordinated vendors, and event contributors including performers, photographers, caterers, and transportation services

Contractor - NASCAR Monster Energy, Charlotte, NC **June 2017-January 2018**

- Managed the execution of NASCAR/Monster Tour at all NASCAR Races
- Managed Monster Model schedule to ensure on-time arrival and activation at all event sites
- Participated in Driver’s meetings and ensured models were at their correct appearances
- Directed event and retail logistics – including site visit, set-up, branding, and execution strategy; adapt to troubleshoot unexpected situations

Related Skills

- Marketing and Promotion
- Production (Booking, Backline, Riders, Advances, Ticketing, Accommodations)
- Customer Service
- Budget Management
- Artist Liaison
- Social Media (Instagram, Snapchat, Twitter, Facebook)