

ADMINISTRATIVE EXPERIENCE

First Floor Theater

Chicago, IL

Development Director

May 2024 - present

- Spearheading all fundraising efforts, securing approximately \$30,000 since May 2024
- Generating compelling content for all grant proposals while managing deadlines and project materials
- Collaborating with the Managing Director on financial reporting, ensuring accurate ledger reconciliation and financial transparency
- Performing comprehensive research to identify prospective funding opportunities across individual giving, governmental, and corporate sectors
- Generating donor-specific copy for VIP funders in the 2024 End of Year Giving Campaign (\$25,000 goal)
- Optimizing donor CRM through Donorbox and Mailchimp

Christy Webber Farm and Garden

Chicago, IL

Bookkeeper / Inventory Controller

March 2022 - present

- Managing all aspects of accounts receivable and overseeing accounts payable in collaboration with staff
- Monitoring sales margins and inventory levels in Shopify to ensure optimal profitability
- Processing bi-monthly vendor payments, handling approximately \$30,000 per check run
- Performing regular Quickbooks maintenance and reconciliation of financial records
- Developed company-wide best practices for inventory management during 2024 POS system transition

The Workcenter of Jerzy Grotowski and Thomas Richards

Pontedera, Italy

Focused Research Team / Stage Manager / Producer

January 2021 - January 2022

- Coordinated travel schedules (11 actors, 4 technicians, 3 producers, and Artistic Director) for a 5-month tour through South America including large-scale projects in Colombia, Argentina, and Chile
- Supported the Technical Director in all setups and strikes for 5 theatrical performances in 3 languages
- Executed stage management, technical, and production duties as needed
- Coordinated packing and International transportation for all scenography

The Alinea Group

Chicago, IL

Guest Relations Supervisor

March 2016 - January 2021

- Supervised the Guest Relations Department (team of 6)
- Managed the online booking system for 6 Alinea Group Restaurants
- Customer service including answering 100 - 300 emails/day, coordinating complaints, dietary restrictions, etc.
- Conducted yearly performance reviews for the Guest Relations Team
- Discreetly corresponded with high-level and celebrity guests
- Fulfilled personal requests from Executives, Chefs, and Ownership as needed
- Reliably facilitated financial transactions up to \$15,000

PRODUCTION EXPERIENCE

Background / PA

- Merce Cunningham Mocumentary (Producer's Assistant // Location & Casting - Chicago, 2025)
- Rabbit Rabbit Short Film (PA // Background - Chicago, 2024)

Assistant Directing

- Women Beware Women (Chicago, 2024)
- Solilique en 415 (Paris, 2023)

Stage Management / Technical Assistant

- Han! (Theatrical tour - Italy, Colombia, Chile, Argentina, 2021)
- Sin Fronteras (Theatrical tour - Italy, Colombia, Chile, Argentina, 2021)
- Gravedad (Theatrical tour - Italy, Colombia, Chile, Argentina, 2021)

Playwriting / Screenwriting

- Field of Flesh (Chicago, 2024)
- Still a Quiet Afternoon (Pontedera & Chicago, 2019 - 2022)
- The Brink (Chicago, 2019)
- wannabe. (In-progress)
- Television Show (In-progress)

Volunteer

- 2nd Round Screener - Heartland Film Festival IndyShorts (2025)
- Screener - Heartland Film Festival - Feature Competition (2024)
- Midwest Film Festival (2024)
- IFA Chicago (2024)
- Chicago International Film Festival (2024)

KEY EXPERTISE

- Project / Operations Management
- Non-profit development
- Bookkeeping / Inventory Management
- Writer

SOFTWARE

- Google Suite
- Quickbooks Online / Shopify / Salesforce
- Canva / Squarespace
- Donorbox / Instrumentl / Mailchimp

MISCELLANEOUS

- Basic Spanish
- Seen every episode of Top Chef
- Was once hit by lightning

EDUCATION

Ball State University, Department of Theatre and Dance
Bachelor of Fine Arts in Musical Theatre

Muncie, IN
May 2012

**Full creative CV available upon request*