

EDUCATION

B.A. in Dance & English Literature with Honors in Creative Writing from Hollins University (Roanoke, VA)

SKILLS

- ◆ Bookkeeping & financial workflow systems
- ◆ Payroll & AR/AP management
- ◆ Reconciliation & budget reporting
- ◆ CRM (Act!, Gigwell, Salesforce)
- ◆ Microsoft Suite & Google Workspace
- ◆ Adobe Creative Suite (intermediate level)
- ◆ Website design & management (HTML, CSS, JavaScript)
- ◆ Project management tools (Slack, Trello, Airtable, Basecamp)
- ◆ Storytelling & marketing (SM content, E-Newsletters)
- ◆ Content creation & design for digital/print (Canva + Figma)
- ◆ Large-scale event & fundraiser management
- ◆ Grantwriting & Research

MANIFEST MANAGEMENT | FOUNDER & OWNER

www.manifest-mgt.com

2025 - PRES | Project Manager | P.S.314

- ◆ Acts as the central coordinator for strategic learning & development initiatives, managing operational workflow, scheduling facilitators, ensuring timely deliverables, and overseeing session logistics between PS314 clients and consultants, including:

Scheduling & coordination among project consultants/clients through Basecamp; survey design & findings distribution (design, organize, and analyze multiple survey findings); coordinate deliverables and graphic design oversight (works with graphic designer to build deliverable materials, such as reports, and resources - i.e. digital presentations/workbooks); virtual session set-up and backend technical support (Zoom).

2024 - PRES | Personal Finance Consultant | Private Client

- ◆ Built workflow system to track property investments and personal finances from multiple accounts (banking/credit cards) within Google Sheets to help client establish annual budget, conduct an in-depth financial analysis of spending, and prepare annual tax-filing.
- ◆ Created financial reports for family Trust Account after building a similar workflow system.

2023 - PRES | Social Media Content & Graphic Design | Night School Bar

- ◆ Designs course cover images, and multiple social media ads (combination of still posts, reels, and promo videos) for quarterly course offerings. Conducts design work for print advertising (flyers/posters) as needed.
- ◆ Manages social media schedule and assists with website management and content creation.

2023 - 2025 | Financial Coordinator | Ronald K. Brown/EVIDENCE

- ◆ Created and maintained workflow systems to track income/expenses for optimal cash flow analysis, built annual/touring and fundraising budgets in collaboration with the Managing Director, and captured financial data required for grant reporting.
- ◆ Provided payroll processing support and managed 1099 payment requests with fiscal sponsor (The Joyce Theater Foundation); drafted Letters of Agreement (contracts); ensured accurate recordkeeping of all required documents for company members and independent contractors (W9s, invoices).
- ◆ Developed and maintained workflow systems to support business operations; managed and organized the HR & finance file system on the company's Google Drive.

EMPLOYMENT EXPERIENCE

2022 - 2023 Community Collaboration & Programs Specialist | Carolina Theatre of Durham

- ◆ Supported the theater's mission to bring a range of locally produced events focused on communities the theater didn't serve. Created the theater's first **Sensory Friendly Film Series**.
- ◆ Worked with Marketing to refine and produce materials needed for partnership development, programming, and community engagement functions.
- ◆ Worked with Development on messaging and positioning for development needs in donor event production and member cultivation events.
- ◆ Produced annual fundraiser gala, Dancing with the Carolina Stars, raising over **\$100k** in 2022 and 2023 for the organization. Supported the Education program with coordinating vendors for special events.

2021 - 2022 Interim Executive Director | North Carolina Presenters Consortium

- ◆ Managed membership of 200+ organizations, serving as primary liaison and support for recruitment, onboarding, and retention. Administrated private member listserv.
- ◆ Represented NC at regional and national events, acted as spokesperson for the organization, and served as arts advocate on behalf of all constituents.
- ◆ Led a team of staff and volunteers to successfully execute a three-day conference with **300+ attendees**, featuring **32 showcase performances** and **112 exhibit booths** during the COVID-19 pandemic in fall of 2021.
- ◆ Assessed workflow systems and digital platforms, made recommendations to the Board to replace those deemed outdated to improve productivity and quality of communication with the membership. Instigated use of Instagram to increase online visibility.

2021 - 2022 Office Manager | NorthStar Church of the Arts

- ◆ Provided general office management and assisted the board with development/management of hiring process for a new Executive Director.
- ◆ Tasked with developing SOP for sanctuary rental bookings in conjunction with NorthStar programming and other special events.
- ◆ Created written and graphic content for social media posts and monthly e-newsletter, as well as optimization of website UX and ESR.
- ◆ Implemented and oversaw the transition of financial accounts/data to QuickBooks Online; established SOP for day-to-day bookkeeping.

2018 - 2021 Operations Manager | Girls Rock North Carolina

- ◆ Worked in partnership with the Executive Director, Board of Directors, youth program directors, additional seasonal staff, and over 100 volunteers each year to fulfill the mission.
- ◆ Reconfigured the registration process and redesigned GRNC's website for a new online program consisting of 67 virtual workshops to replace GRNC's 2020 in-person summer camps in response to the COVID-19 pandemic.
- ◆ Devised workflows for program logistics, outreach, volunteer training, and development initiatives; diversified income sources to include grants; increased total sponsorships, and support from third-party fundraisers, charitable foundations, and corporations by **65%**.
- ◆ Oversaw bookkeeping and annual tax filing, including generation of annual/quarterly budget reports; administered PPP Loan applications/forgiveness to see the organization through COVID. Managed registration and invoice/payment process through QuickBooks for all billing, financial aid, and camp participant paperwork.

2015 - 2020 Operations Coordinator | PMG Arts Management, LLC

- ◆ Streamlined contract pipeline using Google Studio for Little Island Festival 2021, tracking **over 150** individual artist/curator contracts. Designed automation to make collection of supplementary materials (W9s, Tech Riders, Press-kits) efficient.

- ◆ Coordinated logistics with Southern presenters in the US to organize site visits for **THREE** successful South Arts Dance Touring Initiative tours on behalf of Ronald K. Brown/EVIDENCE.

- ◆ Co-wrote grant on behalf of Rosie Herrera Dance Theatre for the NEFA: NDP Production Grant - the artist was awarded **\$45k** for the creation of a new work; **\$10k** in general operating support; **\$11.5k** for production residency and community engagement; and **\$35k** to support a US tour.

- ◆ Coordinated presence at five annual booking conferences; managed marketing and on-site logistics for showcases that featured leading and emerging dance artists during APAP in New York, NY.

2011 - 2016 Part-time & Seasonal Roles | American Dance Festival & ADF's Samuel H. Scripps Studios

- ◆ **Assistant Studio Manager:** Managed daily facility operations to ensure quality maintenance/cleaning, prepared financial settlements/deposits, and acted as the primary contact for rental requests and special events. Supervised other part-time staff, volunteers, and a summer intern. Updated position handbook and wrote SOP.

- ◆ **MFA Program Assistant (Hollins University):** Coordinated thesis performances for **32 MFA candidates**, including production logistics and rehearsal schedule management during the final summer of the program's residence at ADF. Was asked to continue on in the role for the following academic year at Hollins University in Roanoke, VA.

- ◆ **Receptionist:** Served as the face of ADF office and first point of contact during festival season for two years. Ensured prompt, efficient communications between staff, faculty, students, and external affiliations (press, donors, and patrons). Trained and supervised student staff. Assisted with executive office projects as needed.

- ◆ **Video Production Intern:** Assisted with ensuring proper documentation and preservation for historical purposes of summer festival. Acted as camera operator for ADF performances, and entrusted to film select classes and showings independently. Produced a welcome video for orientation and opening day of the festival.