

EDUCATION

Stella Adler Art of Acting Studio, Los Angeles, CA
Professional Conservatory Certificate, December 2022

University of California, Davis, Davis, CA
Bachelor of Arts in English, Minor in Dramatic Art, June 2018

Gilroy Early College Academy, Gilroy, CA
High School Diploma, May 2015

EXPERIENCE

The Mill, Culver City, CA
Production Scheduler, May 2022 – Present

- Manage and oversee the utilization and productivity of up to 60 producers and creative artists to efficiently staff projects, satisfy client needs, accommodate strict deadlines, and maximize company resources.
- Outreach to, onboard, and schedule freelance artists for multiple concurrent projects.
- Coordinate with engineers and operations staff to ensure projects are running smoothly and artists' needs are met.
- Use online scheduling database to assist in streamlining the production process and staff organization.
- Work closely with Creative Directors, staff artists, and creative leads to ensure both creative and financial success for the company.

Amass International Group, City of Industry, CA
Logistics Specialist, September 2020 – May 2022

- Corresponded closely between hundreds of clients and overseas suppliers to ensure clear communication between importers and shippers, expedite the shipping process, and guarantee customer satisfaction.
- Worked with our in-house broker to file several hundred ISFs (Import Security Filings) with US Customs.
- Assisted Amass's overseas agents in China and India to check on shipment status, clear customs, and ensure correct information is on file with US Customs for customers, vendors, and their shipments.
- Guided new customers through the complicated ocean importing process, assisting with paperwork and documentation.

Portland Art Museum, Portland, OR
Scheduling Coordinator, January 2020 – July 2020

- Worked in the Learning and Community Partnership Department of the museum to organize and promote arts education, programming, and events throughout the city of Portland.
- Corresponded with hundreds of teachers, educators, and other groups to schedule docent and self guided tours and field trips for students and community members to explore our galleries
- Coordinated with development officers to meet donors' needs and museum's financial goals.
- Organized workshops and artist talks, corresponded with other community organizations and non-profits to coordinate events and further our goals, and supported leadership with other administrative work.

Portland Center Stage, Portland, OR
Patron Services Associate, January 2020- June 2020

- Worked in the box office to sell tickets and help patrons with ticketing issues, including exchanges, accessibility requests, and season subscriptions.
- Learned and provided information about shows' subject matter, history, themes, and dramturgy to patrons in order to better inform audiences and market shows.
- Welcomed patrons to every show, working in the box office and lobby to make sure patrons arrived and were seated comfortably and in a timely manner.

Teatro Milagro, Portland, OR
Teaching Artist, June 2019 – November 2019

- Toured and performed our educational bilingual show *Judge Torres* to schools all over the United States.
- Created flyers, and wrote copy to market shows towards schools and theater companies.
- Worked with educators in Portland Public Schools to integrate theater and art into students' curriculum.
- Completed teaching residencies at several inner city Portland schools, using art and theater to help students understand social issues and community problem solving.

SKILLS

- Advanced knowledge of Microsoft Office and Adobe Creative Suite, quick learner on any creative and administrative software.
- Native proficiency in English, conversational proficiency in Spanish.
- 6+ years experience with customer service and sales, building great interpersonal communication and conflict resolution skills.
- 2+ years of community engagement and outreach experience for a local news outlet and theater companies.