Education

Point Park University – Pittsburgh, Pennsylvania September 2012 – Current

* Bachelor of Science: Sport, Art & Entertainment Management – Expected Graduation 2015
	+ Major courses include: Marketing and Promotions, Event Management, Business Law, Accounting I & II, Statistics

Dean College – Franklin, Massachusetts September 2011 – May 2012

* + Major courses include: Arts and Entertainment Management, Ballet, Jazz, Tap, Modern, Hip-hop

Experience

Jacob’s Pillow Dance Festival – Becket, Massachusetts May 2013 – August 2013

* Ticket Services and Marketing Intern

Association of Performing Arts Presenters Conference – New York, New York January 2013

* Volunteer services for conference including registration and client services

PSSI Club Marketing at Heinz Field – Pittsburgh, Pennsylvania September 2012 – November 2012

* Professional Shadow Opportunity: observed club-marketing director’s daily duties
* Participated in FedEx NFL Open House

Providence Performing Arts Center – Providence, Rhode Island September 2009 – May 2010

* Volunteer services included greeting patrons and providing helpful information

Hurricane Katrina Dance-a-thon – Warwick, Rhode Island September 2005

* Organized and coordinated an event to raise money for Hurricane Katrina victims
* Raised enough money to provide four families with an apartment and necessities

Work Experience - Selected

Point Park University: Development Assistant – Pittsburgh, Pennsylvania January 2013 - Current

* Administrative work for the Department of Development and Alumni Relations
	+ Sponsor requests, letter of intent, follow up phone calls and emails
	+ Planning of Brackets 101, a Point Park University event benefiting the Myron Cope Scholarship Fund

Osteria 100: Bartender – Pittsburgh, Pennsylvania September 2012 – Current

* Serve food and beverages to customers at restaurant, customer service, money handling

Pittsburgh Playhouse: Box Office Assistant – Pittsburgh, Pennsylvania September 2012 – April 2013

* Sell and exchange tickets to patrons, answer phone calls, will call on show nights

Let’s Dance Dance Studio: Teacher Assistant - West Warwick, Rhode Island January 2012 – June 2012

* Taught dancers 12 and under all genres of dance

Skills

DonorPro: Fundraising software for nonprofit management and donor database

ProVenue: Advanced ticketing system from Tickets.com

Computer Expertise: Knowledge in social networking sites and Microsoft Office programs

Customer Service: Six plus years in food and beverage industry, including bartender certified

Event Planning and Fundraising: Planning and coordinating diverse events including University fundraisers and others

References

Janet G. Gray: Director of Corporate and Foundation Relations Development and Alumni Relations – Point Park University jggray@pointpark.edu - 412.392.8050 (w)

David Rowell: Assistant Professor, Sport, Art & Entertainment Management, School of Business – Point Park University: drowell@pointpark.edu - 412.393.8050 (w)

Melanie Stark: Ticket Services Manager, Jacob’s Pillow Dance: mstark@jacobspillow.org – 413.243.0745 (w)