

LEAD ADMINISTRATOR

Career Overview

Personable, detail-oriented, proactive team-player eager to bring strong administrative skills and dedicated work ethic to a growing company in need of top-level support.

Skill Highlights

- Macintosh and PC
- Microsoft Word, Microsoft Power Point, Microsoft Excel
- Google Drive, Word Press, GoDaddy Website Builder
- Data Entry
- Multi-tasking, Calm Conflict Resolution, Working Under Pressure
- Clear Written and Spoken Communication
- Research, Networking, Promoting

Professional Experience

Company Name November 2015 to Current Lead Administrator

City, State

- Compose, distribute, and file contracts; design and create operations manuals to guide participants through app use; and follow up with contributing artists or curators through email to ensure that information is clearly understood
- Build contact profiles and update contact list information in Salesforce to support organization email lists
- Reconfigured/restructured/redesigned the filing system for streamlined use, making projects easier to both archive and find
- Anticipate and resolve questions through regular and clear communication with artists and curators about their projects, researching solutions for answers that are otherwise not readily available
- Initiate and facilitate the timely payment of artists, verify with executive director that they receive their payment, and update relevant financial records.

Company Name March 2015 to June 2015 Chaplain Intern

City, State

- Assessed spiritual, emotional, physical needs of people going through crisis within a hospital setting to provide emotional and spiritual support through active listening, advocacy, empathy, or prayer based on the needs of the individual.

Company Name January 2015 to June 2015 Festival Coordinator

City, State

- Enhanced the school's annual week-long arts festival by integrating it with the annual All Nations Banquet, rebranding the All Nations Banquet as the All Nations Food and Art Festival, advocating for the inclusion of the artistic Master's Thesis Capstone Cohort, coordinating student group involvement, and safeguarding event cohesion through brainstorming and development of a festival theme.
- Supported efforts for contracting poet Scott Cairns for a reading by recruiting academically informed panelists for discussion, planning a book signing, and coordinating a book sales table with artist's book publisher and a local book store.
- Conceptualized creative problem solving to cut expenses, secured department financial support, targeted allocation of funds, recruited volunteers, and tracked receipts in order to stay under budget and resolve all expenses at the conclusion of the festival.

Company Name September 2014 to June 2015 Master's Thesis Art Project

City, State

- Originated concept, then recruited and collaborated with fifteen volunteer artists of varying genres to produce a high-quality, multi-media artistic project.
- Utilized correspondence and verbal conversations with volunteers to develop clear project expectations, scheduled and confirmed meetings via Google Calendar, uploaded artistic media to Google Drive, and transferred information within agreed upon deadlines.
- Hospitality through provision of refreshments and expressed appreciation to ensure artist volunteers felt valued.
- Secured last-minute travel arrangements for an artist traveling from out of town when her own travel plans fell through.

Company Name June 2014 to June 2015 Co-Chair of Fuller Arts Collective (FAC)

City, State

- Established two FAC events every ten weeks through calendar event planning, coordinating space, catering, and advertising to provide student empowerment through connection and performance opportunities.
- Composed group news emails and scheduled social media posts to create a strong brand presence for FAC.

Company Name September 2013 to June 2014 Worship Arts Intern

City, State

- Expanded the role of the Worship Arts Department in engaging with various genres of art, designed an online form to streamline registration for a yearly artist showcase, and created a semi-permanent gallery.
- Initiated team meetings to ensure sensitivity and respect to church tradition in potentially controversial exploration of art and liturgy.
- Networked with and coordinated volunteer artists in curating their works for various art exhibits within the church.
- Mediated between the Worship Arts Department and various church departments to ensure a clear communication of ideas and to provide professionalism regarding church engagement with artists.

Company Name August 2009 to September 2013 Barista
City , State

- Served as integral member of a team that produced high-quality products under tight time constraints, with a focus on customer satisfaction; trained new team members to ensure they can perform necessary tasks at expected standards of service; inventoried and organized raw materials.

Education

Vanguard University 2009 Bachelor of Arts : Theatre Arts City , State GPA: summa cum laude, 2009

- Member of Sigma Theta Delta English honors society
- Minored in English and Religion

Fuller Theological Seminary 2015 Masters of Divinity : Worship Theology and the Arts City , State

- Brehm Scholar - The Brehm Center scholars show exceptional promise to be leaders in church, academic, missions or arts related vocations

Skills

Active Learner, Creative Problem Solving, Customer Service, Organizational Skills