

Experience

Server, Bartender: The Metropolitan Club, Washington, DC Sept 2021 - Present

- Accurately and efficiently wait on, take orders, input orders into the PoS, and run plates for members and guests.
- Host and serve private events at the clubhouse.
- Foster a high class experience for members and guests.
- Bartend for events and dining services.

Intern: Prince William County Commonwealth's Attorney's Office, Manassas VA Jan – Sept 2021

- Researched, input, and organized data into Microsoft Excel worksheets.
- Filed documents into their appropriate section and prepared files for court.
- Assisted the Director of Operations, administrative staff, and the prosecutors in daily procedures.
- Input cases into the Karpel data system, paying close attention to detail and maintaining data integrity.

Account Manager and Fundraiser: Inspire Entrepreneurship Academy, Hyattsville MD Nov 2020 – Jan 2021

- Trained and managed a team of three fundraisers for the nonprofit, Heifer International.
- Contacted and informed donors of Heifer International, and the benefits of becoming a part of the organization.
- Hosted events throughout DC, Virginia, and Maryland to raise funds and awareness of the nonprofit.

Call Time Manager: Hala for VA, Woodbridge VA July – Aug 2020

- Staffed daily fundraising calls and updated information in NGP as well as the campaign finance plan.
- Managed, researched, and expanded the candidate's donor network, as well as trained and supervised interns to effectively do so.
- Worked with the campaign's consulting team to best strategize donor contact.
- Organized data to be consistent across all platforms to maintain data integrity.
- Drafted fundraising emails, thank you notes and social media communication.
- Communicated directly with donors and organizations via email, phone, and social media on behalf of the campaign.

Field Organizer: Bloomberg for VA, Chantilly VA Jan – March 2020

- Created and managed contact lists in NGPVan to most effectively target meaningful voter contact.
- Managed 10 precincts in northern Virginia and enlisted the support of volunteers from the community.
- Trained volunteers to effectively make voter contact.
- Reported the field operations to the Bloomberg statewide campaign.
- Organized and hosted events for volunteers and voters.

Field Organizer: Ayala for Delegate VA-HD51, Woodbridge VA Aug – Nov 2019

- Coordinated field operations for HD51 for over 10 organizations including local labor leaders, large national political organizations, and other local stakeholders.
- Reported status of field operations to statewide coordinated campaign director, HD51's campaign manager and other stakeholders.
- Enlisted the support of over three hundred volunteers and coordinated with community groups, including NARAL and Planned Parenthood. Trained over two hundred volunteers over the course of the campaign.
- Utilized data to directly communicate with voters via canvassing neighborhoods and phones.

Finance Intern: Ayala for Delegate VA-HD51, Woodbridge VA June – Nov 2019

- Staffed fundraising calls including outreach to lobbyists and updated information in NGP.
- Prospected donors, maintained records in NGP, created call sheets, and updated contacts with detailed notes.
- Maintained data integrity in NGP including de-duplication, householding, and completing compliance information.
- Assisted with planning and staffing fundraising events. Solicited and processed contributions.
- Drafted fundraising emails, thank you notes and social media communication.

Front of House, Server : Amelie's French Bakery, Charlotte, NC June - Aug 2019

- Staffed the front counter and pastry cases, greeting patrons and answering any questions about the menu.
- Maintained a clean and tidy experience for patrons by performing regular sanitation practices.
- Served and accommodated guests to enhance their bakery experience.

Intern: McCready for Congress, Charlotte NC April-June 2019

- Conducted volunteer recruitment, especially on the University of North Carolina (Charlotte) campus.
- Assisted with field events by making calls, canvassing, and assisting volunteers at canvass launches.
- Communicated with field organizers to create the most effective outreach tools for the community.
- Researched potential donors and updated data accordingly.

Host, Waiter: House of Leng Chinese Restaurant, Charlotte, NC, Jan - April 2019

- Greeted patrons and fostered a welcoming environment.
- Guided customers through the menu and recommended dishes based on preferences, special diets, and allergies.
- Processed orders and communicated preferences to the kitchen staff to ensure quality of service.

Costume Shop Assistant: Winthrop University, Rock Hill, SC, Jan - May 2018

- Constructed costumes and set pieces for university performances.
- Taught students how to operate sewing and shop equipment.
- Worked with performers to take measurements and adjust costume pieces based on necessity.

- Organized and sanitized working spaces to ensure a neat and tidy environment.

Resident Assistant: Winthrop University, Rock Hill, SC, Aug 2017 - May 2018

- Acted as the main resource for students who were living on campus for academic, social, and health inquiries.
- Conducted conflict resolutions with residents and ensured that a safe and welcoming environment was maintained for students.
- Created and hosted programs that emphasized a hospitable community and wellbeing for the students.

Camp Counselor: HGBC Summer Day Camp, Charlotte, NC, May - Aug 2016

- Lead a group of twenty elementary aged students throughout a variety of educational summer activities.
- Created and hosted events during the day for camp counselors and students.
- Coordinated scheduling with head staff to best meet the needs of the students.
- Guided students on field trips and ensured the wellbeing and safety of each student.

Teachers Aid: HGCS Performing Arts Department, Charlotte, NC, May 2015 - May 2016

- Assisted in the teaching and management of the performing arts department.
- Coordinated events, shows, camps, and programs for students and community members.
- Managed performance schedules and rehearsal itinerary.

Education

Entrepreneur Management Training (Dec 2020)

Givebridge Fundraising Academy (Nov 2020)

DCCC Campaign Manager/Finance Director training (Nov 2019)

VA House Caucus finance training (Sep 2019)

University of North Carolina (Charlotte, NC) - Performance Theatre and Community Engagement

Winthrop University (Rock Hill, SC) - Musical Theatre and Performance

Skills

Hospitality and customer service, bartending, Volunteer and intern management and training, event organization and hosting, brand design and management, graphic design, data research and management, sewing and crafting, costume design and creation.

Acting and Theatre Resume

Height: 5'9"

Hair: blond

Eyes: Blue

THEATRE

The Prevention Project	Riley	UNC Charlotte
The Man Who Couldn't Dance	Gail	UNC Charlotte
Waiting For My Cyberboy	Tricia	Winthrop Theatre
The Wizard of Oz	The Wicked Witch	HG Performing Arts
The Gospel According to Tennessee	Mary Margaret	Narrowway Productions
The Scarlet Letter	Hester Prynne	HG Performing Arts
The Sound of Music	Louisa VonTrapp	HG Performing Arts
Pride and Prejudice	Mary Bennett	HG Performing Arts

PRODUCTION

She Kills Monsters	Costume Production and design
Precious Little	Costume Production and design
So How'd Ya Know?	Producer and Director
Touch	Stage Manager

TRAINING

The Actor's Lab - Charlotte - The Business of Acting
 University of North Carolina at Charlotte - Charlotte - B.A. in Theatre
 Dr. Bradley Fugate - Charlotte - Vocal Training
 Todd Geer - Rock Hill - Vocal Training
 Winthrop University - Rock Hill - B.A. in Musical Theatre and Dance
 Amanda Wigley - Charlotte - Vocal Training

SPECIAL SKILLS

Drawing, puppetry, costume design and sewing, knitting, crocheting, beginner tap dance, intro to ballet, swimming, jazz dance, digital art, painting, vocal training, creative movement, intro to stage combat, dance for musical theatre