



PROFILE

Shaquille Stewart is an art administrator with over ten years of experience helping various companies optimize their everyday operations for the future. With a diverse background in both the live theatre and e-commerce industries, he is versatile and comfortable in difficult environments, used to making deadlines, and hard-wired to set and achieve company goals.

CONTACT

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SHAQUILLE STEWART

ART ADMINISTRATOR & E-COMMERCE ANALYST

EDUCATION

Montgomery College

February 2011 – May 2015

Associate degree in Theatre & Performance

Vice President of Black Box Players

Google IT Marketing Certificate

November 2022 – January 2023

WORK EXPERIENCE

TROIKA Entertainment, Office Manager/Executive Assistant

September 2015 – Present

- Prepare and review operational reports and schedules to ensure accuracy and efficiency.
- Analyze internal processes to improve operations, such as building guides for office software or automating everyday processes for general quality of life
- Manage the relationship with the company's IT provider and provide excellent IT/Hardware support to office employees
- Compose a daily ticket report analyzing the ebb and flow of the sales of national Broadway tours and analyzing the settlement data after an engagement to help inform future booking decisions.
- Establish relationships with box office managers and technical directors across the nation and maintain data on those specific venues.
- Reconcile American Express statements and keep track of all sales reports, receipts, and invoices.

SPRY LLC, Pricing Analyst

June 2018 – August 2021

- Analyze online listings for a variety of products, and adjust the pricing accordingly on various online marketplaces (Amazon, eBay, Backmarket, Walmart, Rakuten)
- When changing the price isn't an option, implement a wide array of strategies to boost company engagement through careful research of the competition
- Training new hires in software, company policy, as well as Spry's specific marketing philosophy and how it relates to shipping and inventory
- Make educated decisions and calculated risks to move sluggish inventory.
- Monitor daily sales by tracking incoming orders and customer reviews to maintain listing health on all products.

AFFILIATES

Chesapeake Shakespeare Company
2022-2023

1st Stage
2022

PG Shakespeare in the Park
2022

Theatre Alliance
2022

4615 Theatre Company
2019 – Present

Will Interactive
2020

The Arcanists
2019

Theatre Prometheus
2019

Baltimore Shakespeare Factory
2017-2019

National Players Tour 69
2017 - 2018

Ally Theatre Company
2018

A Walk in the Park
2016-2018

Olney Theatre Center
2015

Smithsonian African Art Museum
2015

ASM Educational Center
2014-2015

Synetic Theater, Audience Services Manager

March 2020–August 2020

- Use of the ticketing software Ovation Tix to design pricing strategies and sell tickets for a variety of different performances and events, then market them through ticketing deal sites like Goldstar and TodayTix.
- Manage the Box Office, create schedules for associates, design front of house procedure, as well as managing money, and all incoming sales.
- Using internal analytics to build tables and graphs illustrating a show's performance, thereby allowing the company to project future decisions made based on engagement and audience interaction.
- Acting as a liaison between the patrons and the creative team, ensuring that both parties were understood, heard, and satisfied.
- Processing and selling season subscriptions to existing and potential patrons.
- Acting as a house manager for all virtual/in person content.

iSoldit on eBay, Lister

May 2015 – Sep 2015

- Appraise the value of a wide variety of merchandise through research and examination compared to similar items on the marketplace.
- Creative effective listings for incoming store merchandise to be posted and sold on Amazon, eBay, and Craigslist.
- Using Crystal Disk and online research, perform rudimentary service tasks on computer hardware to assess for internal issues, and use this information to determine the value of incoming hardware
- Compose attractive sales images of a wide variety of items using various Nikon or Canon model DSLR cameras using knowledge of and effective use of lighting equipment, props, or photo or video editing software.

SKILLS

- Proficiency with basic Microsoft Office software (Word, Excel, Outlook, PowerPoint) and moderate knowledge of Power Automate
- Above average knowledge of Adobe Elements Studio Software (Photoshop, Illustrator, Publisher, Premiere Pro)
- Actor in various professional productions in various theatrical styles classical, musical, and devised
- Using outstanding customer service and people skills to create and maintain amicable strong business relationships
- Knowledge of the PN3, Sage Intacct, and Nexonia Accounting softwares
- Proficient user of both Mac and PC systems
- In-depth knowledge of Maschine2 and Ableton Digital Audio Workstations for both music production, audio recording, and mixing.
- Operating several different types of office machinery (postage meters, copiers, scanners)
- Experience as a touring teaching artist creates flexibility and resilience
- Experience as a touring audio technician, and traveling stage tech