

CHRISTIAN TOTH

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Work History:

VERSO ADVERTISING

New York, NY

Vice President, Account Supervisor

2016 - Present

Organize account services for a portfolio of fourteen clients, including divisions of HarperCollins (NewsCorp), Penguin Random House (Bertelsmann / Pearson), Macmillan (Holtzbrinck) &al.

Account Supervisor

2008 - 2016

Improved procedures for campaign summary. Originated agency outreach practices. Developed client base, ushering in four new accounts. Oversaw media, creative, and production teams, from concept through fulfillment and reporting.

Senior Account Executive

2003 - 2008

Trained new employees. Researched cutting-edge media offerings for proposals. Conceptualized campaigns and presented to clients. Handled a major account during agency probation, and won the account. Designed more efficient briefing template.

Junior Account Executive / Account Executive

1999 - 2003

Adapted office practices to current technologies. Organized proposals and presentations. Strengthened relationships with clients and solidified commitments to more efficient spending plans. Wrote headlines, scripts, and body copy.

Office Manager / Front Desk Receptionist

1997 - 1999

Enforced deadlines for every ad in the agency. Checked and trafficked materials daily. Directed all calls and messages. Organized appointments. Generated and delivered contracts and schedules. Oversaw office conversion to digital database. Supervised administrative staff.

BROKEN CHORD / DANIEL BAKER SOUND DESIGN

New York, NY

Freelance Voice Artist: ChristianTothVoice.com

2010 - Present

Narrate textbooks for Pearson Education.

THE BEEKMAN SCHOOL

New York, NY

Teacher, Teaching Assistant, Tutor

1995 - 1997

Tutored students at private high school in English and U.S. History. Promoted to teaching assistant in French. Promoted to English teacher. During summer, accepted job at ad agency.

SHAKESPEARE & CO. BOOKSELLERS

New York, NY

Assistant Buyer, Manager, Stock Clerk, Floor Clerk

1992 - 1996

Assisted customers, ran cash register, received shipments and ran stock reports, opened and closed shop, supervised staff, directed orders and returns. Left to pursue teaching full-time.

Affiliations:

PUBLISHERS ADVERTISING & MARKETING ASSOCIATION

New York, NY

President (2-year term, capped)

2016 - 2018

Oversaw events with record-breaking attendance, expanded charitable giving.

Vice President (2-year term, capped)

2014 - 2016

Organized events, assigned subcommittees.

Treasurer / Membership Officer (four 2-year terms)

2008 - 2016

While combining duties normally divided between two Directors, simplified accounting, improved member tracking, managed invoicing and member lists for dues and events eblasts, trained successors in both roles to continue progress.

Board Director

2006 - 2008

Solicited event hosts, brainstormed event topics, volunteered at events.

Education:

NEW YORK UNIVERSITY, Tisch School of the Arts: BFA 1993. GPA: 3.463

Founders Day Scholar, Wasserman Scholarship Recipient

CUNY, Hunter College (graduate): 18 credits toward teacher certification 1996-8. GPA: 3.825

Essay nominated for Library Award by Prof. Ann Raimés, author of *Keys for Writers*

Additional Skills:

Microsoft Word / Pages, Excel / Numbers, Powerpoint / Keynote, Wordpress, Amadeus Pro.
Copywriting, proofreading, management.

Hobbies / Volunteering:

Chinese Kung-fu Wu-su Association: 2001 - 2012, Second Degree Instructor (Honored)

HOPE Homeless Survey: 2008 - 2010 (annual), Volunteer, third time as Team Leader

St. Vincent's Midtown Hospital: 2004 - 2006 (weekly), Volunteer ER Patient Liaison

Theater Actor: The Brick (incl. Gemini Collisionworks); Boomerang; Oracle; Vampire Cowboys