

Katherine Bolynn

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Education

Master of Business Administration (MBA)

Trinity College Dublin

Aug 2023 – Aug 2024

Dublin, Ireland

- Elected Class Representative, liaising with faculty to improve academic experiences
- Selected Courses: Strategic Management, Operations Strategy, Entrepreneurial Finance, Negotiating for Value, Corporate Financial Management, Financial Statement Analysis

BA Theatre & International Affairs (double major)

Florida State University

Florida, USA

- Kappa Kappa Psi, Omicron Delta Kappa, FSU Marching Chiefs Band, Fencing Team

Experience

An American Daughter (LDK Productions)

Jun 2026 - current

Company Manager

New York City, USA

- Serve as the primary point of contact for cross-functional coordination, ensuring timely communication and task follow-up.
- Process weekly payroll for cast, crew, and creatives managing union and non-union compensation and benefit payments to ensure accuracy and compliance.
- Track and analyze box office and ticket sales history to support real-time reporting on production performance to producers and general management.
- Maintain ticketing systems and sales data, providing accurate historical tracking to inform financial and marketing decisions.

Catalyst Theatricals

Jun 2025 – Jun 2026

Associate General Manager

New York City, USA

- Selected Projects: *Gotta Dance!*, *My First Ex-Husband*, *The Naughty List*, Rock Shop Puppets
- Negotiated and drafted contracts for employees across multiple departments and union agreements (AEA, 802 AFM, ATPAM, IATSE, SDC, USA 829, etc) ensuring compliance with collective bargaining agreements and production timelines.
- Designed and maintained ticketing, financial, and operational tracking systems to support real-time visibility into office operations and active productions.
- Prepared and managed investor quarterly reports, contracts, and correspondence, ensuring accuracy and timely delivery across all stakeholder communications.
- Partnered with legal counsel to administer IP and royalty agreements, translating executed contracts into payment schedules and timely disbursements to rights holders and estates.

MBA with Consulting Engagement

Nov 2023 – Jul 2024

Trinity College Dublin

Dublin, Ireland

- Developed and streamlined administrative workflows, including standardized reporting, document organization, and scheduling systems, resulting in improved efficiency and accuracy across teams.
- Managed executive-level communications, financial reports, stakeholder materials, and strategic documentation to support high-level decision-making and seamless project execution.
- Coordinated meetings, recorded minutes, and tracked action items while advising leadership on scalable operations, talent acquisition, and restructuring strategies to enhance team performance.

Project Manager, Stage Manager, and Company Manager – Freelance & Contract Roles Feb 2016 – Mar 2023
Various Clients New York City, USA, & Remote

Managed 40+ projects across entertainment, nonprofit, and education sectors. Oversaw cross-functional teams of 10–60, coordinated logistics, tracked budgets, and led stakeholder communication in complex, fast-paced environments. *Full list of productions available separately.*

Selected Engagements:

Brierpatch Productions

Jan 2018 – Mar 2020 | Jan 2022 – Mar 2023

Company Manager

- Selected Projects: *Party Face*, *Spamilton*, *We're All Doomed*, *ASDS Repertory at PACE*
- Maintained budgets, financial records, and project documentation to ensure accuracy and regulatory compliance throughout production cycles.
- Implemented workflow improvements that increased team efficiency and reduced administrative bottlenecks.

9 Million Reasons & The Connected Chef

Apr 2020 – Apr 2021

Project Manager

- Coordinated logistics and scheduling for a large-scale food distribution effort, supporting a team of 20+ and ensuring smooth operations that served over 264,000 NYC families in four months; recognized with the AmeriCorps President's Volunteer Service Gold Award.
- Collected, analyzed, and presented program data to senior leadership, providing actionable recommendations that improved resource allocation and supported program expansion across multiple boroughs.
- Created and maintained onboarding and training materials for 30+ volunteer leads, promoting team coordination and implementing feedback systems that enhanced overall administrative efficiency.

AMDA College and Conservatory of the Performing Arts

Mar 2020 – Sep 2021

Stage Manager

- Coordinated project schedules and cross-team timelines in a fast-paced academic environment, maintaining workflow alignment and operational continuity during a rapid shift to remote operations.
- Developed customized communication systems to support faculty, staff, and students via Zoom, Google Drive, and Canvas, improving responsiveness and service delivery during the pandemic.

Skills

Administrative Support, Attention to Detail, Calendar Management, Change Management, Collaboration, Communication, Confidentiality, Email Management, Event Planning, File Management, Meeting Coordination, Multitasking, Organization, Planning, Problem Solving, Project Coordination, Scheduling, Task Prioritization, Team Support, Time Management

Tools

Airtable, Asana, Canva, ChatGPT, ClickUp, Google Sheets, Google Workspace, HubSpot, Jira, Microsoft (365, Azure, Excel, Power BI, Office, Project), Monday.com, Quickbooks, Salesforce, Smartsheet, Tableau, Trello, Zapier, Zoom

Professional Development & Certifications

Certified Associate in Project Management (CAPM), Project Management Institute (2024)
Financial Accounting, Harvard Business School Online (2022)