

CSzBoston

Social Media Coordinator

July 2015 to present

- Creates graphic content for social weekly social media updates and crafting promotional materials.
- Working very closely with the Owner/Manager on social media initiatives and team building projects.
- Updates and maintains team photos for promotional materials, as well as managing the team schedule.

SmartSense by DIGI

Field Services Coordinator

Apr 2019 to Apr 2020

- Coordinated with internal and external customers, shareholders and vendors to provide installation services.
- Closely tracked quality metrics and installations completed to ensure optimal customer service.
- Led training webinars (both online and in person) for coworkers and vendors to improve quality and consistency of installations.
- Wrote, updated and distributed installation guides and regulations to stakeholders, vendors and customers.
- Traveled within the US and Canada as necessary to provide guidance and training to vendors.

Amazon - Alexa ADS

Team Lead

Apr 2017 to Apr 2019

- Assisted in managed teams of 10 - 20+ Data Associates and Senior Data Associates; provided daily assignments, ran weekly team meetings, coordinated schedules and projects and sent weekly performance files.
- Initiated a project to examine utilization and improve productivity, leading to a decrease of non-essential offline work and an increase of production hours.
- Restructured the training structure to improve the quality of sessions, team communication and efficiency.
- Mentored several Associates on professional development, organizational updates and employee relationships.

ImprovBoston

Producer/Director/Instructor

Aug 2016 to May 2020

- Produced several ongoing sketch and variety shows, including but not limited to: writing/soliciting scripts, recruiting talent, coordinating schedules, promoting the show, and managing a budget.
- Directed several sketch shows, which involved casting actors, assigning roles, leading rehearsals, staging the show, and working closely with the music and tech directors.
- Instructor for weekly classes on sketch writing, following a curriculum, teaching various styles of sketch, critiquing students' work, and planning a student showcase.

Early Childhood Education

Infant/Toddler Teacher

Sep 2007 - Mar 2017

- Cared for children ages 4 months through 5 years old, most of the time spent working with toddlers.
- Created monthly curriculums, daily lesson plans and developmental reports.
- Took the lead on a team with two co-teachers, while maintaining the balance and delegation of responsibilities.

EDUCATION & SKILLS

Degree: Ithaca College 2004 - B.S. Cinema & Photography

Languages: Conversational Sign Language, basic French, rudimentary Spanish

Management Experience: Director, Producer, Faculty Teacher, Project Lead, Team Lead, Board of Directors

Skills: Adobe CS5 (Premiere, Soundbooth), Typing 80wpm, Microsoft Excel (V-Lookup, Pivot Tables, Mail Merge), PPT, Outlook Calendar