

Over 20 years experience in events industry, 30 in food and beverage, 30 in the performing arts.

- Loyalty
- Organized
- Creative
- Innovative
- Leadership
- Efficient
- Supportive
- Sophisticated
- Integrity
- Multitasking
- Diplomatic
- Cultured

## EXPERIENCE

January 2015 to Present

Culinary Capers Catering and Special Events

### **GENERAL MANAGER**

Successfully leading this high-end goods and services team of more than a dozen managers, eighty full-time and 125 casual/part-time staff, and effectively meeting the special event essentials of copious luxury brand businesses.

#### Achievements

- Created and established new position in company previously exclusively owner lead.
- Campaigning and employing elevated HR standards and recruiting practices.
- Overseeing a corporate restructuring.
- IT support partner liaison and project chief.
- Industry software upgrade deployment, report development, proficiency, education and continued support.

March 2008 to December 2014

Culinary Capers Catering (Beijing and Vancouver Offices)

### **EVENT PLANNER**

Skillfully planning and executing: wedding receptions; themed parties; plated dinners; and cocktail parties. Proficient budget management. Expertly managing staff, clients, venues, entertainment and various vendors. Exceptional ability to work in high pressure environment and solving in-the-moment weather and logistical challenges. Superior time management and organizational skills.

#### Achievements

- Premiere event planner British Columbia Canada Pavilion, Vancouver 2010.
- Exclusive event planner for all food and beverages services British Columbia Canada Pavilion, Beijing 2008.
- Gala cocktail reception for 800 at the Vancouver Art Gallery.
- Servicing VIP international executive delegations – i.e. General Electric, NIKE, Raymond James, Politicians, Ambassadors, etc.
- Managing a large client base.
- Skilled diplomatic team support and leadership.

August 1995 to March 2008

Culinary Capers Catering (Leading Vancouver Off-Premise Caterer)

### **EXECUTIVE ASSISTANT, TECHNICAL & SPECIAL PROJECTS DEVELOPMENT, SYSTEMS ADMINISTRATOR, EDUCATION CO-ORDINATOR, HUMAN RESOURCES DIRECTOR, OPERATIONS MANAGER**

Working with the executive team developing and implementing procedures and standards in all departments. Coordinating and scheduling event staff. IT development and education. Operations management and support. HR development.

## Achievements

- Developing and dramatically advancing IT systems and procedures in a rapidly developing high pressure company.
- Establishing HR policy and procedures.
- Orchestrating seamless systems during facility relocation.
- Executive support and education.
- Exceptional multi-tasking, cross-department support.

October 1991 to June 1995

**The Talent House Inc.** (Theatrical, Television, Film and Commercial Artists Representation)

### **OFFICE MANAGER**

Managing the office and materials for an extremely busy and successful Toronto talent agency with a client base of approximately 400.

## Achievements

- Administrative support for staff of 8.
- Client promotional material maintenance and administration.
- Database development and education.
- Manage all information systems and communications.
- Relocation coordinating manager.
- Orientation director.

January 1988 to October 1991

**Ontario Ministry of Housing - Rent Review Services/Rent Control - Toronto/East York Office**

### **JUNIOR SYSTEMS OFFICER/COMPUTER SUPPORT/ ADMINISTRATIVE**

### **ASSISTANT/RESIDENTIAL RENTAL STANDARDS BOARD**

IT support for an office of 50. Developing and innovating systems and departments.

## Achievements

- Provincial systems development committee.
- Spearheaded analog to digital record and log keeping.
- IT/Database: reporting, development and education.

1980 – Present

### **Self Employed**

### **ACTOR/SINGER/DANCER/PRODUCER/DIRECTOR/CHOREOGRAPHER**

A multidisciplinary artist, working in creative forms include Butoh, cabaret, dance, film and television, musical theatre and opera.

## Achievements

- Performed in over 30 stage productions.
- Performed and conducted workshops for the Moscow Ballet in Russia – 2004, 2006, 2012.
- Film projects include work with Angelina Jolie, Brendan Fraser, Parker Posie, & Alan Cummings.



*References Available Upon Request*