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

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

## EXPERIENCE

### **FINE ARTS LEADER / FINE ARTS INSTRUCTOR**

September 2022 to Present

Shadbolt Centre for the Arts – City of Burnaby

Administrative support to Dance Programmer servicing 300+ clients ages 4 to 72 in various programs, and adult modern dance instruction and choreography.

- Executive assistant to Dance Programmer.
- Workplace industry software champion.
- Payroll and on-call support to team of dance instructors of various disciplines.
- Create and disseminate program marketing materials.
- Instruct adults in Modern Dance at beginner and intermediate levels.
- Train and choreograph community adult modern dance company.

### **SPECIAL PROJECTS MANAGER**

April 2017 to May 2020

Culinary Capers Catering - Vancouver, BC

Supported and advised Management Team with all things IT and Marketing. Developed and maintained extremely efficient IT infrastructure.

- Liaised with all IT vendors.
- Updated and refined website content and design.
- On-call in-house IT systems support for 60+ users 40+ workstations.
- Executive assistant to CEO & COO.
- Creating custom reports and system tweaks in Industry catering software for company branding.
- SQL Report writer creation and revisions.
- Overseeing and reporting on financial responsibility and sustainability.

### **GENERAL MANAGER**

January 2015 to February 2017

Culinary Capers Catering - Vancouver, BC

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.

- Created and established new position.
- Developing and deploying 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.
- Policy development and implementation.

### **EVENT PLANNER**

March 2008 to December 2014

Culinary Capers Catering - Beijing and Vancouver

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.

- Premiere event planner British Columbia Canada Pavilion, Vancouver 2010.

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- 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.

## **EXECUTIVE ASSISTANT, SYSADMIN, PROJECTS**

August 1995 to March 2008

Culinary Capers Catering - Vancouver, BC

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.

- 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.

- 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.

- 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.

- 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 Posey, & Alan Cummings.

[LinkedIn Profile](#)

*References Available Upon Request*