

OBJECTIVE

To apply my skills, observant nature and desire to learn in a career where there is room to grow. I have been diligently working freelance the last few years and excited to exercise my talents and share my energy in a more dynamic environment.

SKILLS

- Project management and coordination, clear communication, office management
- Problem solving skills, exceptional organization, a natural at multitasking, highly observant
- Mac/PC Proficient: MS Office, basic Adobe CS, Internet research, some Quickbooks and ACT!
- Friendly and professional demeanor, self-starter, reliable and strong work ethic

WORK EXPERIENCE

CHiFlow /La Luchi Foundation	Executive Assistant/Production Manager (PT)	2006 - Present
<ul style="list-style-type: none"> - Manage office admin, write copy for promotional materials, design fliers & email outs. - Coordinate production for events and filming. 		
AYLA /Liberation Yoga	Yoga Instructor	2006 - Present
<ul style="list-style-type: none"> - Yoga instructor at: AYLA & Liberation Yoga. - Private instruction for clients in their homes. 		
Vital Nature	Executive Assistant/Product Manager (PT)	2008 - Present
<ul style="list-style-type: none"> - Organize production for products (spreadsheets, research vendors, etc) and assist CEO & CFO. - Write copy for website, involved in design of promotional materials & website. 		
Transglobal Entertainment	Event Organizer/Stage Manager/Admin Assistant	2005 - 2008
<ul style="list-style-type: none"> - Coordinated production/ events and managed stage & entertainers for events (up to crew of 28). - Updated Quickbooks and responsible for other admin and promotion work (email copy, sales, etc). 		
Fabric Records	Record Label Assistant	2001 - 2002
<ul style="list-style-type: none"> - Managed monthly releases from beginning artist relations, through production and after release. - Assisted in licensing/royalties, press, accounting, designing promotional plans and release parties. 		
Fabric Events	Event Organizer/Admin Assistant	2000 - 2001
<ul style="list-style-type: none"> - Managed office, took client enquiries and executed marketing plans. - Organized/ managed events for high-end clients at elite venues in London. 		
First Avenue Nightclub	Assistant Office Manager/Executive Assistant	1999 – 2000, 2004
<ul style="list-style-type: none"> - Assisted CFO & Managers: supervised receptionists, counted money room, took inventory, wrote the employee manual and some band booking - trained on virtually every office responsibility. - 2004 organized club nights and special events as an outside promoter. 		

EDUCATION

Cal State University – Los Angeles	Bachelor of Arts Degree, Philosophy	2007
<ul style="list-style-type: none"> - Dean's List, 3.8 GPA in classes in major (3.5 overall GPA). 		
Ashtanga Yoga Research Institute	Advanced Yoga Studies – Mysore, India	2003

HOBBIES

- Mysore-style Ashtanga Yoga practice, internal martial arts
- President of Seicho Foundation, NPO promoting artwork of underserved groups around SoCal
- Designing accessories from vintage Kimono silk