

Experience

Part-time Faculty, Bridgewater State University Bridgewater, MA **2018-present**

- Theatre Management: Develop and teach curriculum in which students learn about the business and artistic managerial aspects of running an arts organization
- Oral Interpretation: Develop and teach curriculum that focuses on the analysis and oral reading of prose, poetry and drama; individual and group forms, theory and practice.
- Introduction to Acting: Develop and teach curriculum in which students learn the various components of stage acting through an exploration of self-awareness, vocal and physical concerns of the actor, basic acting theory, characterization, script analysis, and scene and monologue performances.

Adjunct Professor, Massasoit Community College Brockton, MA **2016-present, 2011-2012**

- Speech Communication: Develop and teach curriculum in which formal consideration is given to the planning, organization, and delivery of various types of speeches (i.e. informative, persuasive, etc.)
- American Literature: Develop and teach curriculum, which focuses on the major contributors to the development of American culture and ideals from the colonial period to present day

Executive & Producing Artistic Director, Riverside Theatre Works Boston, MA **2012-2016**

- Managed all business for the theater, including, but not limited to:
 - Budgeting
 - Strategic Planning
 - Developing marketing/publicity and fundraising campaigns
 - Overseeing public relations
- Produced and directed stage productions and concerts
- Hired and managed the creative, technical and production staff for main stage and school shows
- Created and maintained education and outreach programs:
 - Developed curriculum for the school and for outreach programs
 - Hired and managed the school faculty and administrative staff
 - Taught students ages four to adult

Public Speaking Teacher - Saint Francis Xavier School Weymouth, MA **2010-2014**

Drama Director - Saint Francis Xavier Fine Arts Program Weymouth, MA **2003-2012**

Drama Teacher/Director - Sacred Heart School Weymouth, MA **2004-2011**

Drama Director - Sacred Heart School Drama Club Weymouth, MA **2002-2011**

- Developed curriculum incorporating presentation and theater techniques, games, and exercises
- Collaborated with teaching staff in integrating academic topics into theater/public speaking lessons
- Adapted curriculum as a way to address social issues
- Produced, directed, choreographed, designed and photographed concerts, plays, musicals and showcases
- Assisted/coached students in writing and delivering speeches, public presentations, and debate discussions
- Managed the creative staff, production staff and counselors for the drama club
- Managed business expenses, public relations/marketing and fundraising

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Experience Continued

Business Development Manager - Randstad North America Braintree, MA **2000-2002**

- Marketed practices and programs to prospective customers
- Secured partnerships and/or contracts with various employers
- Executed the training and development of employees in the sales/public relations/staffing process
- Tailored and led presentations to audiences of clients and staff
- Received commendations by senior management for overall work performance

Account/Staffing Manager - Office Specialists Braintree, MA **1996-2000**

- Strategically sold, serviced, and managed the development/growth of new and existing customers
- Actively assisted in growing/increasing branch revenues to an all-time high, receiving recognition for exceeding budgeted sales/revenue numbers
- Recruited and successfully positioned temporary employees
- Counseled temporary employees and encouraged career development within their areas of expertise
- Serviced clients with temporary employees and managed timely problem-resolution
- Met branch/divisional goals, assisted in the growth of branch revenues

Public Relations Account Executive/Office Manager

Boston Communications Boston, MA **1995-1996**

- Managed the planning and orchestration of major events, trade shows, and conferences
- Trained temporary employees in office management position
- Recruited and maintained a speaking bureau for Bentley Systems, Inc.
- Wrote briefing books for press meetings, editorial status reports, and proposals
- Compiled nomination papers for various awards for Bentley Systems, Inc.
- Proofread and edited press releases
- Maintained graphics, database, media kits, and Power Point presentations
- Coordinated billing/banking process, travel arrangements, etc.

Assistant to the Senior Accounts Analyst and the Controller

Huntington Theatre Company, Inc. Boston, MA **1991-1995**

- Completed and filed state and federal tax information
- Assisted with various functions of payroll and accounting
- Handled accounts receivable and payable
- Acted as receptionist and customer service/sales representative
- Organized and maintained various databases for the Huntington and B.U. Theatres

Other Professional Experience

- Curtain Call Theatre, Braintree, MA: Board of Directors (President) **2017-present**
- Curtain Call Theatre, Braintree, MA: Board of Directors (Vice President) **2016-17, 2007-08**
- Athena Productions, Weymouth, MA: Founder, Executive & Producing Artistic Director **2003-2013**
- Riverside Theatre Works, Boston, MA: Theatre Instructor **2007-2008**
- Maplewood Day Camp, Easton, MA: Drama Director **2003-2004**

Education

Emerson College Master of Arts in Theatre Education/Theatre & Community **2007**

Boston University College of Communication Bachelor of Science in Communication **1995**

- Concentration: Public Relations
- Liberal Arts Concentration: English and Philosophy