

Jennifer Mathie

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Objective

I am seeking a position as an Event Planner where I may be able to apply my exceptional communication and liaison skills to plan and execute corporate and social events. I am currently finishing my Event Management Certificate from George Washington University. I have experience in the theatre, concert and fashion industries. I am an energetic, multi-tasking person who handles pressure well, and my resume will show that I am experienced in all aspects of events. From talent, to management, and even being the client, I can understand and implement my knowledge. Daily, I use my leadership skills, exercise judgment within prescribed limits and work with independence to accomplish tasks. I can manage all aspects of your project or event, while maintaining the goals and budget set forth by management, in a fast paced, highly time sensitive environment.

Experience

Production / Stage / Company Manager

Chicago the Musical – National Tour – Swing and Assistant Company Manager

Responsibilities: Besides learning and mastering the 6 Ensemble Cast members' tracks and performing Internationally with the show, I assisted the Company Manager in daily bookings, daily/monthly/yearly itineraries, day to day set up and VIP coordinating. I assisted in daily settlements, coordinating the travel days for 40 cast members, and facilitating the overall comfort of the talent.

DMA Showroom – Production Manager

Responsibilities: Performs activities associated with selling, production of and ordering merchandise in a ready to wear operation. This includes a wide variety of specialized functions such as acquiring and utilizing specialized knowledge of specific merchandise, ordering responsibilities, assisting buyers and preparing numerous reports.

9 to 5 – Assistant Stage Manager

Responsibilities: Assisted running rehearsals, execute Equity rules while maintaining a professional demeanor, and kept a running log of daily rehearsals, injuries, and protocol.

Shinedown - Assistant Tour Manager / Production Assistant / Wardrobe

Responsibilities: Assist the Tour Manager in daily bookings, daily/monthly/yearly itineraries, day to day set up and VIP coordinating.

Puddle of Mudd - Assistant Tour Manager / Production Assistant

Responsibilities: Assist the Tour Manager in daily bookings, daily/monthly/yearly itineraries, day to day set up and VIP coordinating.

Production Assistant

DMA Showroom – Production Assistant

Responsibilities: Assist Production Manager, writing POs, organizing, maintain, and establish garment standards, spec garments, communicate with 6 factories in India, China, and New York. I also maintain a professional organization so that my Production Manager can seem effortless.

Miranda Cosgrove – VIP Coordinator – NY regional dates

Responsibilities: Host VIP events for record label, Managers, and fellow celebrities.

MOUSSY events NYC – Assistant Event Manager for Fashion Night Out!

Responsibilities: Coordinate talent, assist my Production Manager, establish itineraries, and assist the client.

Promethian Spark – Executive Assistant

Responsibilities: Manage all travel to/from India, Kenya, and Costa Rica, organize and maintain all records of travel, teaching, and grants.

New York City Dance Alliance – VIP Staff and Assistant Event Manager

Responsibilities: Organize, escort, direct, and maintain overall organization of VIP guests.

Broadway Performer

Monty Python's *Spamalot*

Irving Berlin's *White Christmas*

National Tour *Fosse*

Christmas Spectacular! NYC – Rockette, Radio City Music Hall

Education

George Washington University – Currently completing Event Management Certificate

Ashford University – BA of Psychology

Oklahoma City University – Dance Performance major

Skills

- Theater, Concert and Fashion industry background handling all facets of production from start to finish
- Computer knowledge - Microsoft Excel, Word, Microsoft Outlook and basic Quickbooks
- Coordination of domestic and overseas contractors, vendors and costumers relationships
- Warehouse experience – shipping and receiving
- A Motivated team player, who is reliable with the ability to multi-task.
- Scheduling of events
- Budgeting / Accounting
- Travel and Logistics
- Press / PR / Promotion / Publicity
- Excellent communication and interpersonal skills
- Strong organizational and time management skills