

Angie Leonard
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Summary:

Quick learner with the ability to multitask who works well in groups or independently. 2 years experience in non-profit theatre with office management, marketing, market research, fundraising, event management and producing shows. 5 years experience in hotel reception and management. Acted as liaison between management, volunteers and non-management employees. Managed communication between multiple parties at once. 11 years customer service experience on both retail and business levels. Analytical thinking skill helping me to understand concepts from multiple aspects.

Education:

Bachelor of Arts, August, 2012
Graduated with Honors, Phi Sigma Theta National Honor Society
University of Washington, Seattle Washington

Skill:

- Managed meeting schedule
- Travel arrangements
- 5 years auditing and billing experience
- Budgeting, Research
- Trained up to 7 people
- Microsoft Suite, Word, Publisher, Power Point, and Excel
- Constant Contact, Google Docs, Google E-mail
- Shipping with FedEx, UPS, USPS

Recent Experience:

C2 Education Center (Temp)

Bellevue, WA
August 2013-October 2013

Assist to the Director, Update student records, Answer phones, Proctor student tests, Assist with scheduling, Manage office files, Grade student homework, Office closing procedures, Interviewing teaching candidates, Manage communication between the director and teachers

FIRST Robotics (Internship)

Ballard, WA
February 2013-April 2013

Assistant to the Executive Director, Fielded e-mails, Arranged travel for Executive Director, Created Spreadsheets using Excel, Assisted in setting up board meeting, Managed multiple projects at once, Proofed programs for events, Managed various elements of major events, Worked side by side with board members, Managed office files, Data entry, 10 Key, Contact person at 3 major events

Related Experience:

The Everett Theatre

Everett, WA
October 2006–April 2008

Box Office Asst. /Asst. Marketing Director & Box Office Manager, Wrote and prepared press releases and press packets for shows as well as events, Box office sales, Input shows for ticket sales, trained multiple new personnel, Marketing and Financials, Artist and Management Liaison, Interacted face to face with customers, Dealt with customer complaints, Assisted Creative Directors, Executive Directors, and Volunteer Producers, Design of promotion windows, prep theatre for events and shows, as well as other event planning, Ticket sales, deposits, weekend show manager, Assisted the Volunteer coordinator, Assisted or back upped in all areas of the theatre

Activities and Volunteerism:

Washington FIRST Robotics 2013
Student Senate, Everett Community College 2009-2010
International Student Club, Everett Community College 2008-2010