

Lucy Kraus

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Executive Summary

After three years in the Denver Metro area, my current career goal is to pursue a position utilizing my May 2014, Bachelor's Degree in Organizational Management.

- Accomplished Executive Assistant and Executive Tour Assistant with over 25 years assisting Executive Tour Management for A-list Music Artists and Corporate DVP's and VP's.
- Delivered superior analytical skills, constantly multi-tasking in a very fast paced environment while demonstrating confidentiality, focus and flexibility.
- Exceptionally groomed with strong organizational and communication skills.

Professional Experience

Client Care Coordinator 2017 Contract work

Longmont, CO - Elwood Staffing / Go Sober

- Perform consultations, complete intakes and coordinate the care of clients seeking sobriety
- Manage service providers at Centennial location

Driver 2017 Denver Metro, CO - Lyft

- Drive Lyft passengers to destination

Executive Assistant 2014 – 2016

Boulder, CO – BI Incorporated

- Executive Assistant to Divisional Vice President, and VP's of IT, Finance, ISAP & Marketing
- Manage executive's calendar and schedules
- Arrange domestic and international detailed travel plans and itineraries, compile documents for travel-related meetings
- Prepare and distribute weekly schedules for Directors and VP's
- Arrange executive conferences, programs and events, including coordination of facilities and caterers, issuing information and invitations, coordinating speakers, and controlling event budgets
- Create presentations, spreadsheets and correspondence
- Prepare agendas, notices, company-wide emails and minutes for corporate meetings
- Ensure discretion and protect the confidentiality of data and information
- Prepare and submit weekly expense reports for the executives
- Integrate Active Shooter team, Reconfigured executive offices, manage move team
- Provide backup support to administrative assistants and receptionist, as needed
- Maintain business contacts thru Outlook ensuring they were up-to-date
- Member of the company's Entertainment Committee, First Response Team and CPR/AED certified.
- Perform additional assignments per management's direction
- Skilled with advance knowledge of Microsoft Outlook, Word, Excel, Power Point, Concur , Expense Watch, Internet and networks

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Artists

Carrie Underwood

45 Tour personnel

Prince

35 Tour personnel

Christina Aguilera

185 Tour personnel

Steely Dan

42 Tour personnel

Poison

65 Tour personnel

Wayne Brady & Gordy Brown

22 Show personnel

Spirit of the Dance

40 Tour Personnel

Clients

Live Nation

Cellar Door Concerts

AEG Live

Executive Tour & Production Assistant 2002 – 2014

Los Angeles, New York City, Las Vegas and Nashville

- Provide administrative support reporting to executive team of Tour and Production Manager
- Schedule VIP travel arrangements to include first class travel reservations, limousine services and luxury hotel reservations
- Prepare and review confidential documents, spreadsheets and presentations. Maintain production files, database, passport and payroll documents. Create tour itinerary books
- Event Planner: negotiated favorable terms and pricing agreements with venues, caterers, vendors and other providers of services for successful special events and VIP parties
- Advance and ensure that the catering and backstage area rider (dressing rooms, tour offices, stage, buses) is provided by the promoter per contract at each venue
- Manage guest list book. Distribute complimentary concert tickets including VIP/guest/press and working passes. Manage and assemble meet and greet events for artists
- Manage and coordinate runners to provide all requests to artists, management and tour personnel in a timely fashion
- Handled tour petty cash. Issued tour per diem. Complete and submit accounting reports
- Set up & load out production office daily. Create and decorate star dressing room for ambiance
- Professionally answer and direct incoming calls and two-way radio communications
- Develop and maintain effective business contacts with promoters, caterers, vendors and service providers
- Maintain office equipment, technology and two-way radios

Executive Tour & Production Assistant, 1992 – 2002

Raleigh, NC - Artists Show Services

- Assist local Production Managers with Tour Management to produce live concert events
- Staff and manage production assistants, runners, wardrobe, masseuses, and catering staff
- Furnish, decorate & direct maintenance in dressing rooms, offices, catering & stage
- Ensure tour rider is provided. Set up tour phone & DSL lines. Maintain production files
- Order vehicle rentals & supplies from vendors. Purchase company gifts

Production Supervisor: 2005, Jeopardy Game Show, College Championship, Raleigh, NC

- Managed 12 local production assistants to support Jeopardy Producers, Directors, Production Management, Marketing and Video Departments

Director of Survival News 1990 – 1992, Zebulon, NC

- Non-profit division of CMC Records. Managed teenage performers delivering anti-drug message to public schools. Marketing. Fund raising. Grants. Booked shows, media appearances, equipment rentals

Honors

Dean's List: 2012, 2013, 2014

Education

- Bluffton University - Bluffton, OH | Aug. 2012 - May 2014 | Bachelor's Degree: Organizational Management
- Owens Community College - Findlay, OH | Jan. 2010 - July 2012
- Findlay High School – Findlay, OH | 1979-1982 | Diploma with a Business Major