

event production (abridged)

UNCSA Orientation

Dir. of Community & Belonging ▪ Winston-Salem, NC

- Train and supervise student orientation leaders, including summer outreach campaigns
- Assign positions for high school and college check-in and residential move-in

The Sankofa Center

Program Director ▪ Greensboro, NC

David's Bridal

Customer Service Representative ▪ Winston Salem, NC

- Manage the flow of the salon by assigning incoming customers to stylists and dressing rooms
- Represent the company at Wedding Shows to increase appointments and grow wedding party outreach
- Assist in servicing brides, bridal parties, and special occasion shoppers in purchasing gowns and accessories

Georgia Tech Homecoming Festivities

Steering Committee Chair ▪ Georgia Tech

- Coordinate a 12-day Homecoming celebration for students, faculty, staff and alumni
- Facilitate collaboration and communication of all departments and organization that host student Homecoming events

Georgia Tech Atlanta Life

Event Advisor ▪ Georgia Tech

- Negotiate contracts and serve as point person for Six Flags Over Georgia, Georgia Aquarium, and other venues
- Manage events ranging from 200 – 6,000 students, faculty, staff and alumni
- Maintain accurate budget for events, assuring on time payments and funding reimbursements

Taliah Waajid World Natural Hair Health & Beauty Show

Main Stage Manager ▪ Atlanta, GA

- Served as liaison and managed communication with show producers, artists and a/v support
- Selected talent and created show schedule for performances
- Facilitated presentation of competitions that took place on the stage
- Fall 2012, Spring 2013, Fall 2013

When Rhythm Met Blues Stage Production

Production Manager ▪ Atlanta, GA

- Negotiated and managed all contracts for actors, venue and musicians
- Maintained communication with all persons involved in the production
- Created marketing materials, including flyers and playbook design
- Served as costume stylist for all characters

Good or Bad Hair: Video & Release Party

Production Manager ▪ Atlanta, GA

- Performed all administrative tasks from auditions to release party
- Conceptualized costuming for all singers, actors and dancers in the production
- Designed marketing materials used in all stages of marketing distribution

Taliah Waajid World Natural Hair Health & Beauty Show

Stage Ready Assistant ▪ Atlanta, GA

- Served as receptionist for talent at Model Calls
- Assisted in managing backstage for fashion shows and pageants

For Colored Girls... Stage Production

Production Assistant ▪ Georgia Tech

- Created marketing materials, including flyers and playbook design
- Completed tasks as rehearsal assistant for the director and choreographer

Association of College Unions International

100th Anniversary Task Force ▪ International

Whitney Huston Tribute Dance Video

Production Assistant ▪ DREAM Dance Studio

Brooks-Thomas Wedding

Wedding Coordinator ▪ Fox Theatre

EriAm Sisters, "I Want You Back" Music Video

Casting Assistant ▪ Physique Perfection Studio

Student Center 40th Anniversary Reception

Event Planner ▪ Georgia Tech

When and Where I Enter... Spelman Orientation

Assistant Director ▪ Sisters Chapel

pageants

Mr. Georgia Tech and Ms. Georgia Tech

Program Coordinator ▪ Atlanta, GA

Next Top Natural Hair Model 2012 Coronation

StageReady Assistant ▪ Atlanta, GA

Ms/Miss Black Georgia USA

Pageant Director ▪ Atlanta, GA

Miss Black Georgia Teen USA

Pageant Director ▪ Atlanta, GA

Miss Haiti Scholarship Pageant

Co-Pageant Director ▪ Tampa, FL

Miss Uhuru Scholarship Pageant

Contestant Assistant ▪ Tampa, FL

Pharoah's Legacy Scholarship Pageant

Choreography Assistant ▪ Tampa, FL

graphic design clients

Stage Ready, LLC

Blackmon Berry Product

Move Newz Inc

Lovejoy Middle School

DREAM Dance Studio

Georgia Falcons Red Hots

Greater Salt Lake Alumnae – Delta Sigma Theta

High Point Alumnae – Delta Sigma Theta

Greensboro College

Rob A. Myers Choreography

Kitchen Sink Cook

fashion styling

Photography

Costuming

Stage

Artist

Personal Consultations