

OBJECTIVE

To obtain a position utilizing and expanding my strong people skills.

EDUCATION

Auburn University

Auburn, AL

Weston High School

Weston, MA

SKILLS AND ABILITIES

I have a strong work ethic along with great interpersonal skills, excellent communication and promotional skills.

I'm proficient in the following programs: Microsoft Office Programs, Windows, Macintosh, Outlook and Adobe Products.

WORK EXPERIENCE**Travel Coordinator**

McDonald's 365 Black Awards New Orleans, LA June 2016 - July 2016

Travel Coordinator

VH1's Dear Mama New York, NY May 2016

Talent Coordinator

Black Girls Rock Newark, NJ April 2016

Travel Coordinator

BET Honor 2016 Washington, DC December 2015 - March 2016

Travel Coordinator

Great Christmas Light Fight Los Angeles, CA November 2015

Talent Assistant

UNCF: Evening of Stars Atlanta, GA April 2015

Nominee Coordinator

Stellar Gospel Music Awards Las Vegas, NV December 2006 - March 2015

Talent Coordinator (Interim)

American Idol Los Angeles, CA February 2014

Associate Producer

Werewolf - Fox Pilot Los Angeles, CA August 2013 - September 2013

Travel Manager

America's Got Talent Los Angeles, CA October 2012 - January 2013

Transportation Manager

NAACP Image Awards Los Angeles, CA February 2007-2013

Travel Coordinator

Surprise With Jenny McCarthy Los Angeles, CA April 2012

Casting Associate

Family Feud Lanyard, CT March 2012

Audience Coordinator

Super Bowl Gospel Celebration Indianapolis, IN February 2012

Transportation Coordinator

MTV Documentry "CUT" Providence, RI December 2011

Promotions Coordinator

GMC Monday Night Football Westboro, MA November 2011

Promotions Coordinator

Ford Focus Tour Atlantic City, NJ July 2011 - August 2011

Travel Coordinator

PBS Great Performances Sarasota, FL March 2011 - April 2011

Production Coordinator

GOL - Fun & Games, LLC. Los Angeles, CA February 2011

Talent Coordinator

Trumpet Awards Atlanta, GA January 2008 & 2011

Production Tour Assistant

El DeBarge & Shareefa Los Angeles, CA September 2010 & October 2010

Talent Assistant

UNCF: Tribute To Chaka Kahn Los Angeles, CA September 25, 2010

Talent Travel Manager

Jerry Lewis MDA Telethon Las Vegas, NV September 2008, 2009, 2010

Transportation Manager

Play It 4-Ward Palos Verdes, CA October 2009 and May 2010

Travel Coordinator

Dancing With the Stars Los Angeles, CA February 2010 - April 2010

Travel Coordinator

Dr. Phil & The Doctors Los Angeles, CA February 2009 - April 2009

Travel Coordinator

Ellen's Big Show - TBS Las Vegas, NV November 2008

Talent Travel Manager

BET Hip Hop Awards Atlanta, GA October 2008

Talent Assistant

60th Primetime Emmys Los Angeles, CA September 18th-21st, 2008

Talent Assistant

UNCF: Tribute To Patti Labelle Los Angeles, CA September 13, 2008

Talent Transportation Assistant

MTV VMAs Los Angeles, CA September 6th-7th, 2008

Travel Coordinator

BFF Productions Los Angeles, CA April 2008-June 2008

Travel Manager

Secret Talents of the Stars Los Angeles, CA March 2008 - April 2008

Transportation Manager

The Comedy Festival Las Vegas, NV October 2007 - November 2007

Assistant VIP Coordinator

Def Comedy Jam Los Angeles, CA September 14th -17th, 2007

Craft Service

The Contender 3 Los Angeles, CA June 2007 - August, 2007

Associate Producer

American Idol Rewind Los Angeles, CA June 2007

Production Assistant

American Idol Extra Los Angeles, CA February 2007 - June, 2007

Production Assistant

American Idol UK Los Angeles, CA February 2007 - June, 2007

Production Assistant

American Idol Los Angeles, CA August 2005 - May, 2007