

PROFESSIONAL HISTORY:

Director Development

St. Anne's Maternity Home, Los Angeles, CA January 2018 – Present
Strategically drive, develop, and sustain a relationship-based donor pool of 30,000 donors, exceeding a \$2.5M development budget within 10 months by 40% in 2018, and \$3M by \$15% in 2019. Identify, cultivate, solicit and steward high net worth individual donors to deepen engagement and grow their giving capacity. Manage the Associate Director of Development while overseeing all annual fundraising events and volunteer programs. Acting Communications and Marketing Director while collaborating with Chief Development Officer. Partner with all internal stakeholders to convey the vision and mission of the agency to all current and prospective donors. Guest speaker at Fordham Graduate School of Social Service (Winter, Spring and Fall 2020-2021).

Associate Director | Ambassadors Program

Children's Hospital Los Angeles, Los Angeles, CA March 2015 – January 2018
Partnered with the Director, Annual and Major Gifts by focusing on the implementation of Annual and Major Gifts programs in support of Children's Hospital Los Angeles Foundation. Generated gifts through volunteer and donor management, and direct solicitation of emerging and annual gift prospects. Created, launched and managed a network of millennial and young professionals' initiative called, Emerging Leaders. Successfully managed portfolio of 180 Major and Annual Gift donors totaling over \$200K of giving. Fundraised an additional \$150K, exceeding both cumulative and individual goals. Cultivated and stewarded relationships rooted in local Angeleno communities. Independently revamped a stagnant program, recruited and managed 20 foundation staff members (20% of staff) to participate in moving prospects forward increasing donor giving by 15% within twelve months. Continuously built relationships with high net worth individuals. (VHNWI).

Administrator | WBTV Administration, Warner Bros. Television Group

Warner Bros. Entertainment Group, Burbank, CA October 2013 – October 2014
Managed SVP and Executive Director of WBTV Administration. Responsible for set up and maintenance of 50% of all LA based productions, term deals and WBTV employees. Managed all milestone events. Reconciled and coded of purchase card (P-Card) account. Worked with the President's office and Creative Services to create Ads for various WBTV sponsored charitable events. Worked with clients regarding completion of all work requests, including all utility departments and facility inquiries. Handled requests for Term and Housekeeping Producers. Updated and maintained Party Planner database of 4,000+ names. Assisted with special projects. Performed other related duties as required by Administration Executives. Processed travel arrangements and expense reports. Graciously managed colorful personalities.

Administrator | Sustainability, Corporate Communications & Public Affairs

Warner Bros. Entertainment Group, Burbank, CA January 2012 – October 2013
Managed In-Kind Gift Program benefitting Greater Los Angeles region. Oversaw in-kind donation information in Gifts database to monitor and maximize impact. Processed all solicitations for in-kind gift requests. Formed partnerships with internal and external stakeholders to ensure in-kind gifts were selected based on demographic. Managed disbursement of in-kind gifts. Managed internal Reuse Program. Collaborated with productions and internal departments to identify lightly-used materials for various donations to local communities. Matched available materials with the needs of local community partners including pick up and transportation of donated materials. Managed data and transactions to track and report metrics on donation activity. Partnered with the Director of Sustainability to decrease carbon footprint. Advised productions with green production best practices (food donations, clothing donations, construction donations, etc.). Administered Clean Air Club program activities for 5,000 employees. Served as a liaison to employee inquiries to appropriate contacts and coordinated with stakeholders throughout the company (Operations, Office Services & Property Management, Security, etc.). Provided light administrative support to Director of Sustainability. Managed expenses, p-card, billing. Assisted Public Affairs department as needed (e.g., mailings, events, etc.).

Consultant | Business Development

Entaste, Buenos Aires, Argentina July 2011 – December 2011
Supported development team with launch of digital wine menu in South and Central America, Asia and the US. Collaborated with the Quality Improvement department to ensure data was correct. Assisted Founder with various support staff duties.

Managing Coordinator & Executive Assistant to Jim Paratore, President | Executive Producer

ParaMedia, Inc., Burbank, CA

October 2009 – March 2011

Managed day-to-day operations for high-volume office of exacting Executive Producer for TMZ, Lopez Tonight, Ellen and Bonnie Hunt. Provided assistance to Vice President of Development. Managed additional support and personal requests of Talent, accordingly. Executed all Executive Producer directives to respective productions and staff. Facilitated office moves with Producers and VP's alike. Partnered with Studio Facilities to ensure proper services were provided for talent and/or producers (VHNWI). Trusted to use discretion with information, along with data and contacts. Demonstrated unwavering loyalty and confidentiality. Worked with Legal to process staff deal memos. Provided daily ratings. Coordinated all travel. Processed expense reports. Managed taxing calendar. Rolled calls. Acted as gatekeeper. Maintained congenial and approachable attitude during highly stressful situations. On-call 24/7 when needed.

Contract Administrator | Time Warner

Spherion Temping Agency, Burbank, CA

January 2009 – October 2009

Managed VP of Development, Original Series at Cartoon Network Studios. Provided support staff duties. Worked alongside and with other Time Warner divisions.

Production Administrator | "The Amazing Mrs. Novak", Pilot

Warner Horizon, Burbank, CA

September 2008 – December 2008

Assisted Executive Producer to Warner Horizon pilot. Acting Script Coordinator, Acting Assistant Production Office Coordinator, Monitored administrative and operational spending, set up production offices, and provided assistance to director and line producer.

Director, Client Services | Private Vineyard Estates

The Vines of Mendoza, Mendoza, Argentina

June 2007-July 2008

Developed and implemented internal systems, policies and procedures to maximize efficiency in client acquisition for \$54-million, 1,200-acre turnkey vineyard development and resort project. Oversaw and maintained client services activities ranging from \$250K-\$500K each. Up sold clients through creation of custom programs and services based on individual interests and capacity. Created dream experiences for both current and prospective clients by designing memorable travel excursions based on individual personalities and interests. Scouted various locations and established partnerships with local businesses and the hospitality community. Collaborated with legal team to monitor contract compliance by the company, clients, investors and consultants. Ensured that service agreements and requests were fulfilled on schedule, grape selection, wine notes, and client feedback. Collaborated with enologist, celebrity wine consultant and agronomist to compile and disseminate key information to clients for monthly, quarterly and annual reports. Designated company-wide staff allocation for both day-to-day assignments and during client visits. Created job descriptions, interviewed and hired staff. Partnered with marketing team to create branding and marketing collateral for sales team to cultivate and solicit very high net worth clients.

Senior Manager, Studio Operations | WBSF

Warner Bros. Entertainment Group, Burbank, CA

September 2001-May 2007

Managed needs of Warner Bros. Television, Warner Bros. Features, and independent clients for production, processed stage and exterior back-lot locations. Ensured operational procedures were followed by internal and external production clients. Managed an array of personalities. Ensured service contracts were agreed upon, location managers were wrangled, directors got their shot and producers met their bottom line. Delegated, scheduled and oversaw all studio-based requirements for TV series, features, independent productions, special events and other projects generating \$5-6 million annually. Served as primary contact between senior executives, clients and various lot-wide departments.

EDUCATION:

MBA, Specialization in Global Management, University of Phoenix, Pasadena, CA, 2005

BA, World Arts and Cultures (Diversity & Inclusion), University of California, Los Angeles, 2001

SKILLS AND INTERESTS: Bilingual. Relationship Builder. Tenacious. Social Justice. Food & Wine. Travel. Music. Photography.