

experience

Steelcase Inc. Santa Monica, CA

Media Specialist for Western Sales Region (new initiative) – Dec 05 / present

- Provide graphic design & video production services - creating invitations, proposals & mixed media tools
- Support corporate brand marketing as regional liaison for Western sales team
- Oversee area dealership co-branding efforts, ensuring deliverables adhere to corporate brand standards
- Secure computers, software and video equipment for regional creative projects

Facility & Technology Manager for Santa Monica Worklife Center (launch initiative) – Sep 04 / present

- Negotiate service contracts for 24,000 sq. ft. 4-level showroom/sales office
- Maintain operational costs for key accounts - general contractors, electrical, hvac, security, plumbing etc.
- Collaborate with event managers on over 600 meeting & special event experiences
- Coordinate purchasing, general maintenance & upgrades of all showroom audio/visual technology
- Liaison for corporate IT departments representing Los Angeles & Orange County teams

Foxc Productions

Creative Media Services (small business) – Jan 03 / Present

- Provide clients with media production, archive management, graphic design & marketing consulting services
- Connect with key talent and oversee collaboration from project inception to completion
- Negotiate contracts and manage project budgets
- Initiate new business relationships and opportunities

Steelcase Inc. Grand Rapids, MI

Studio Coordinator for SRT Engine Room (start-up initiative) – Sep 99 / Oct 02

- Conceptualized & supported the client experience through custom multi-media initiatives
- Supported the planning, design & launch of multiple websites for Sales Resource Team
- Coordinated research & production for top 200 Steelcase target clients
- Developed strong relationships with internal resources and vendors

Assistant Manager for Arena Station Showroom (start-up initiative) – Mar 98 / Sep 99

- Co-managed over 800 corporate meetings & special events for 30,000 sq. ft. 2-level facility
- Developed relationships with vendors - audio/visual, catering, cleaning, floral, etc.
- Performed technology set-up & troubleshooting for all client visits

Advance Newspaper

Production Artist for Design Department – Sep 97 / Mar 98

- Designed over 100 advertisements for multiple publications
- Provided page layout recommendations to editorial staff

J.W. Messner Advertising

Promotions Coordinator & Production Intern – Mar 96 / Mar 98

- Managed inventory control, purchasing & fulfillment for Marketing Tools division
- Provided production & design support for key agency accounts

Jungle Beans Clothing Company

Entrepreneur (small business) – Jan 94 / Nov 97

- Sold products to a variety of retail shops in West Michigan
- Coordinated fashion show, trade show & photo shoots
- Designed & produced collateral marketing materials
- Secured registered trademark for brand name & marketed specialty apparel items

provide • create • connect

Compass Film Academy

Film & Digital Video Development – Feb 03 / May 03

education

Grand Rapids Community College

Business / Marketing – Sep 96 / Dec 02

Kent Career & Technical Center

Graphic Design & Fashion Design Programs – Sep 93 / Jun 96

- Student of the Year awards 1993, 1994, 1995