



Professional Summary

Currently moving back to the east coast from Australia. I am an experienced award winning young executive. Years of experience managing, creating, and supporting companies. Passionate about giving back, teaching theatre, supporting women in leadership, and bringing joy and empathy into every room I enter.

Achievements

- Finalist for CEO Magazine Awards- Young Executive of the year.
- Winner of Social Media Manager of the Year in the Asia Pacific.
- LinkedIn influencer with a following of 5100.
- Run my own award-winning boutique marketing company since 2021.
- Non for Profit work with Expat Women at Work, Business in Heels, We Aspire, Australian Gynaecological Cancer Foundation, She's the Boss, One Roof and more.
- Helped kickstart event/cabaret company, Brooklyn Runaways, within 5 years of being in Melbourne.
- Co-founded award nominated and well respected Antipodes Theatre Company (ATC) which seeks to provide a collaborative and diverse environment for producing independent theatre in Melbourne. We have our own space now in South Melbourne. Next production Guys and Dolls August.
- Managed high profile events in New York City specifically to deal with VIP clientele. Trusted to look after clients like Netflix and National Geographic.
- Taught Shakespeare/ Acting as a professor throughout the 3 years I was studying for my postgraduate degree at the University of Tennessee. Through full scholarship I graduated with a master's from University of Tennessee, currently ranked 10 in the world for my specific field of study. Have been teaching master classes in Shakespeare/acting/movement/ and mask work.
- Involved in over 40 productions including theatre, television shows, and movies. Through the years of dedication, I was signed to one of the biggest agencies in New York where I was represented in TV and film. I am still a part of the actors union and work in NYC once a year.
- Currently writing 2 self help books to help women get jobs in the digital age and how to start your own company.
- Currently supporting a new candle making company that uses all recycled goods and only hires women escaping domestic violence and refugees.



Management Experience

MDE

2021-2023

CEO

- Ran full scale online marketing campaigns for corporate clients.
- Managed marketing and branding for a major corporate merger, resulting in seamless migration of marketing processes and systems.
- Managed 2 full time staff members that executed marketing initiatives for clients.
- Spoke on panels, events, podcasts for topics such as women in business and the future of workplace.
- Designed podcasts.
- Won 3 marketing awards and nominated for 10. List of awards:
 - Asia Pacific Stevie Awards 2023- Gold in Social
 - Asia Pacific Stevie Awards 2022 – Bronze in Innovation in Marketing
 - Asia Pacific Stevie Awards 2022 – Bronze in Social Media Superstar
 - CEO Magazine 2021 Executive of the Year – Finalist for Young Executive

Reflections With

2021-2023

CO Founder

- Built and designed a new magazine
- Built brand, accounts, social media platforms
- Hired staff and executed first issue- <https://www.reflectionswith.com/>
- Designed podcast and edited.
- Launched

Antipodes Theatre Company

2018-Current

Founder

- 1/3 founder for a new professional theater in Melbourne Australia.
- Nominated for 5 awards this year, competition is Moulin Rouge
- Built Advisory Board for company.
- Currently has a full time staff of three, committee of 7, and advisory board of 4.
- <https://antipodestheatre.com/>

Dillon Clyne

2019-2021

Head of Growth and Engagement

- Led the marketing department and human resource department to support business continuity of the firm.
- Completed 10 hires for the accounting department, office management, and vendors.
- Launched digital marketing strategy and set up omni-channel social media presence.
- Authored a new marketing process playbook for the firm.



Workspace 365

2018-2019

Centre Manager

- Managed incoming clients, online chat inquiries on two communication platforms, access pass activations, building management relations and contractor organizations.
- Navigated online inquiry and booking systems for four centres.
- Initiated marketing efforts for the centre's social media platforms including graphic design and photoshoot.
- Promoted to Assistant Centre Manager and Centre Manager within a year.

Great Performances, Kensington Management

2016-2017

Captain, VIP Coordinator (USA)

- Developed new staff with training on site.
- Coordinated placement of up to 100 staff per event.
- Liaised with event planners to ensure completed execution of event plans.
- Managed ad hoc paperwork adjustments to ensure event continuity.

Freelancing Experience

2012-2017

Personal Assistant

- Managed two high profile celebrities' daily routines and home lives.
- Traveled weekly to accompany clients to work events around the United States.
- Organized safe and secure excursions in cities for clients.
- Liaised with celebrities' management companies.



Not-for-profit work

Expatriate Women at Work **2019-2023**

Co-founder - The Dream Catcher

- Create an online community of expat women in Melbourne, Australia.
- Organized physical meetings for expat women to connect and share experiences.

We Aspire **2021-2023**

Education Mentor

- Volunteer for young leadership days and run classes for voice in the corporate world.

Business in Heels **2021-2023**

Mentor

- Active mentor for the women in the foundation.

Education

University of Tennessee **2016**

Master of Fine Arts

- 12 hour days, learning, teaching, and performing at night in a professional theatre.
- Favorite class was when we partnered with the PHD students in Psychology and learned in depth about different psychological disorders.
- Worked full time for the university as a lecturer of my own classes dealing with a wide variety of personalities.

University of California **2012**

Bachelor of Arts

- Focused in Playwriting and Directing
- Graduated with 30 extra units because I like school too much.

