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**Education****The George Washington University – Washington, DC** **Dec 2023**

Master of Science – Tourism, Hospitality, and Event Management

**North Carolina State University – Raleigh, NC** **May 2019**

Bachelor of Science – Parks, Recreation, and Tourism Management

Minor – Music Performance, Vocal

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**Professional Experience****Development Director** **July 2023 – Present***Baltimore Choral Arts Society – Baltimore, MD*

- Manage fundraising efforts to generate over \$400,000 annually, including the Annual Fund, corporate sponsorships, grants, special events, and planned giving
- Developed and implemented donor stewardship programs and executed two Annual Fund campaigns
- Oversee logistics for the annual Choral Arts Gala, including sponsorships, auctions, ticketing, entertainment, venue operations, and event management
- Collaborate with the Board and committees, supervised volunteers, and maintained accurate donation tracking

**Events Collaborator** **September 2023 – Present***The Dufour Collaborative – Washington, DC*

- Assist with day-of-event vendor oversight, entertainment coordination, and stage management duties as directed
- Act as primary day-of liaison for special guests, celebrities, VIP clients, and national/foreign politicians
- Ensure event staff and vendors adhere to set government and corporate protocol as communicated by production team
- Ensure orderly and timely guest flow, queue management, and reception of VIPs

**Manager of Partner Stewardship** **July 2022 – July 2023***Baltimore Symphony Orchestra – Baltimore, MD*

- Conducted recruitment efforts for small businesses as in-kind and cash donors for the Business Partners Program
- Implemented benefits fulfillment strategies for major donors and corporate supporters
- Ensured corporate sponsors received communications and updates regarding program schedule, new sponsorship opportunities, and ongoing development initiatives
- Served as primary liaison to VIP Guests, major donors, and politicians when conducting site visits or engaging with on/off-site events

**Employer Representative** **August 2020 – May 2022***Marriott Foundation for People with Disabilities, Bridges From School to Work – Washington, DC*

- Responsible for developing Bridges' involvement and relationships with partner organizations
- Advised participants referred by Baltimore City Public Schools on program enrollment, professional development, and employment opportunities
- Developed social media campaigns ensuring brand alignment with Marriott corporate media standards
- Directed community involvement through participation in local committees and employer outreach

**Special Events & Entertainment Coordinator****May 2019 – August 2020***Gaylord National Resort and Convention Center – National Harbor, MD (DC)*

- Provided talent buyer services for the resort, including entertainment for Special Events, Food & Beverage, and Nightlife
- Collaborated with all departments to provide in-house entertainment and special events for leisure and convention guests
- Managed production and creative design for the resort's seasonal stage, light, and fountain shows through visual, musical, and storytelling guidance
- Implemented and developed strategic seasonal events to promote leisure travel to the resort as part of *Bloom*, *SummerFest*, *Autumn Days*, and *Christmas on the Potomac*

**Senior Marketing & Events Coordinator****January 2017 – May 2019***Capstone Collegiate Communities, Valentine Commons – Raleigh, NC*

- Primary driver of 15% of annual customer retention and sales, having personally generated over \$1 million in revenue for the property
- Coordinated in-house services and amenities for residents, including; package and mail cataloging, lobby reception, and weekly resident events
- Designed, publicized, and supervised events throughout the community to provide residents with additional amenities each week, given time constraints and specific budgets
- Consulted potential residents to guide them through the leasing process, as well as leading property tours for guests, community members, and investors

**Business Intern for Special Events & Entertainment****May – August 2018***SeaWorld Parks & Entertainment, Busch Gardens Williamsburg – Williamsburg, VA*

- Managed execution of all pre-determined event details as agreed upon between the park and the client, and served as the client liaison
- Coordinated transportation of talent, organized meet and greets, maintained backstage green rooms for concert needs, and conducted VIP park tours
- Ensured quality of all special events and dining experiences, including internal, corporate, youth, and military groups
- Communicated with various departments in preparation for partner events, pass member events, and all other special events for Busch Gardens and Water Country USA

**Reservations Agent****May – August 2017***The Umstead Hotel & Spa – Cary, NC*

- Provided exceptional service for hotel and spa guests while making reservations for leisure, corporate, and group travelers, as well as, the signature restaurant Herons
- Communicated guest preferences and pertinent information to the affected department
- Generated and analyzed daily reports regarding hotel, spa, and restaurant reservations to ensure accuracy and provision of top quality service
- Trained in Forbes 5 Star and AAA 5 Diamond quality standards

**Patient Hospitality Coordinator****May – August 2016***John L. Gravitte D.D.S., P.A.*

- Provided patients with updated comfort menus regarding available amenities, including: Valet, Auto Detailing, Refreshment Bar, TV Goggles, Tablets, Nitrous Oxide Sedation, and Spa Amenities
- Introduced associate recreation programming and designed an in-office gym facility to reduce turnover
- Organized community engagement events that promoted a positive image of the practice
- Designed, executed, and supervised an in-office patient valet and auto detailing services.

## **Honors & Activities**

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- Secretary – Homeland Association Board of Directors (2025-Present)
- President – Tourism for Tomorrow at The George Washington University (2 Years)
- Founder/President – Tourism Management Association at North Carolina State University (2 Years)
- Eagle Scout Award Recipient

## **Computer Skills**

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- Certified in Cvent, Microsoft Office Word, Power Point, Access, and Excel
- Trained in Tessitura, Asana, Opera, SpaSoft, OpenTable, SynXis, ClientTrack, and Accesso ShoWare
- Proficient in Adobe Creative Cloud design programs