

ROBERT SMITH

Project Management Intern (Theatre)

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Graduated with Entertainment Engineering and Design degree looking to expand current skills in the entertainment industry.

EXPERIENCE

Project Management Intern (Theatre)

ABC Corporation - JUNE 2014 - AUGUST 2014

- Coordinated and lead these projects by matching company objectives and needs into permanent solutions.
- Projects include designating interior amenities and integrating collaborative workspace environments within the Cummins workforce.
- Budgeted the planned utilities that every department requested in the initial RFA by communicating with each department coordinator.
- Overcame language barriers to receive feedback about department progress with meeting company set deadline.
- Prepared AOP spreadsheet reports for facility expenditures between the years 2015 and 2017.
- Collaborated with key stakeholder to evaluate statement design and make recommendations through a gallery walk.
- Secured Red Epic camera acquisition for video production and partnered with a leading film industry expert.

Project Management Intern

ABC Corporation - 2010 - 2014

- Assisted Project Managers and Project Coordinators in the execution of a variety of corporate, not for profit and private events, including Saturday Night Live 40th Anniversary After Party, Lilly Pulitzer Target Editors Preview, JCP Penny Cinderella Fashion Week Event, Capstone Investors Conference and Jewish Museum Purim Ball.
- Researched and placed orders for decor materials (including the procurement of pricing, lead times and samples).
- Submitted check requests for vendors payable and inputted invoice totals into budgets for final reconciliations.
- Obtained and reviewed vendor quotes for catering, entertainment and decor materials.
- Researched venues and obtained venue quotes for various events.
- Coordinated deliveries and pickups within the studio.
- Coordinated and booked travel for event entertainment.

EDUCATION

- Bachelor of Science in Business Administration - (University of Oregon - Eugene, OR)

SKILLS

Research, Project Management, Theater Technology, and Stage Skills, Drafting Skills, and Microsoft Office, HTML, CSS, Git.