

Gloria Guldager

Management/Operations/HR/IT

Experienced general manager with emphasis in accounting, personnel, database/IT and operations. Passionate for creating systems that minimize redundancy and create efficiencies. Highly adaptable to new technologies and enjoys implementing new systems to solve problems. Extremely organized and detail-oriented self-starter who can work in many different environments including team structures as well as flexible work situations. Current UPENN Code Bootcamp Student updating tech skills.



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WORK EXPERIENCE

BUSINESS MANAGER/ADMINISTRATOR UNITARIAN SOCIETY OF GERMANTOWN

01/2010 – Present Philadelphia, PA

Nonprofit Unitarian Universalist Org, Members of POWER, UUPLAN, UUA

Achievements/Tasks

- Manage administrative and financial matters for annual budget. Provide direction and support to other staff, lay leaders, volunteers, renters and contractors. Bookkeeping and budgeting, personnel, communications, IT support and management, facilities usage and maintenance, equipment, membership, insurance, and policies and procedures.

Contact: Rev. Kent Matthies – 215-840-1306 or kmatthies@usguu.org

EXECUTIVE DIRECTOR THEATRE ALLIANCE OF GREATER PHILADELPHIA

Nonprofit theatre service organization 40+ member theatres

Achievements/Tasks

- Managed administrative, financial, personnel and operations. Mission to promote positive awareness to Philadelphia's professional theatres. Special events included The Barrymore Awards, Annual Auditions and StageTix.

Contact: Reference available upon request.

GENERAL MANAGER WALNUT STREET THEATRE

Nonprofit professional theatre producing 10 shows annually

Achievements/Tasks

- Annual budget of \$6-7 million. Contract negotiations, budget creation and management, personnel, and facilities management.

Contact: Reference available upon request.

EDUCATION

B.S. IN ARTS ADMINISTRATION UNIVERSITY OF COLORADO/DENVER

SKILLS

General Mgmt/Operations

Budget Creation/Management

HR/Personnel/Benefits Management

Quickbooks

Payroll/Bookkeeping/Nonprofit Tax Prep

IT Support/Mgt

Database (inc SQL/MSAccess)

Liability Insurance Mgt

Policy & Procedure Dev/Mgt

Safety & Security Team

G-Suite/Google Docs

Communications/Website Mgt

HTML

CSS

Dropbox

JS/Node

VOLUNTEER & PERSONAL PROJECTS

Projects from UPENN Code Camp (01/2019 – Present) 🔗

- Attending UPENN Coding Camp for Full Stack Development. Technologies include HTML, CSS, Bootstrap, JavaScript, jQuery, APIs & AJAX, Firebase, Node, MySQL, Express, MongoDB, React, Java

Lost In Textlation (03/2019 – Present) 🔗

- Utilizing National Language APIs and Libraries, "Lost in Textlation" analyzes text for emotions to give users feedback on if the "tone" of their text is positive, negative or neutral. Users can select key words to display antonyms and synonyms to edit text to change the emotional score if desired. Fellow creators include Neha, Harold & Audrey

Glenside Elementary PTO (2006 – 2011)

- Database Manager (create annual directory), Treasurer

Unitarian Society of Germantown (2006 – 2010)

- Membership Coordinator, Database Manager (create annual directory)

INTERESTS

Walking/Hiking

Travel

Music/Theatre

Tennis

Women/Minority Issues

Economic Justice

Affordable Education

Civic Engagement