# Gloria Guldager

## Management/Operations/Web Development

Experienced general manager with emphasis in operations, accounting, database/IT and personnel. 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

*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 –
kmatthies@usguu.org *(phone avail. upon request)*

### 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/Mgt

Communications/Website Mgt   Quickbooks

Database (inc SQL/MSAccess)   IT Support/Mgt

HR/Personnel/Benefits Mgt   G-Suite/Google Docs

Bookkeeping/Payroll/Taxes   HTML   CSS/Bootstrap

Policy & Procedure Dev/Mgt   Liability Insurance Mgt

Dropbox   JavaScript   Node.js/Express

## 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