

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 Community

Achievements/Tasks

- Manage administrative and financial matters for a \$550,000 annual budget. Provides 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: Kimberly Woodward – 207-522-1541

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: Bernard Havard – 215-574-3550

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 Preparation

IT Support/Mgt

Database (SQL/MSAccess/various)

Policy & Procedure Dev/Mgt

Liability Insurance Mgt

Safety & Security Team

G-Suite/Google Docs

HTML

Communications/Website Mgt

CSS

Dropbox

JS/Node

PERSONAL PROJECTS

Lost in Textlation [🔗](#)

- 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

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

INTERESTS

Walking/Hiking

Travel

Music/Theatre

Tennis

Women/Minority Issues

Economic Justice

Affordable Education

Civic Engagement