

JAMES PORTER

EVENT ORGANIZER / PAYROLL MANAGER / BOOKEEPER / CLIENT SPECIALIST

COVID 19 Compliance experience with Film & Television productions, musical recordings & assorted stage performances. 7 years of theatrical Front of House / hospitality experience. 8 years of managerial & team leadership experience. 12 years of customer service and general professional experience. I coordinate departmental policy, process and manage payroll, oversee client communications and generally ensure smooth operations of the Royce Hall Theater.

NOTABLE SKILLS

- Proficient in MS Office Suite - Particularly Excel
- Familiar with VBA, CSS, HTML & JS
- Experienced in copy writing & editing
- Experienced w/ Research & Analysis in budgetary and departmental policy areas
- Team Manager & Client Relations Specialist
- Payroll Manager
- Experienced handling Invoicing & budget compliance
- COVID-19 Compliance Experience
- Staff training / Team Management experience
- Scheduler for a staff of 70+

CONTACT DETAILS

2212 S. Bentley Avenue, Apt 2,
Los Angeles, CA 90064 United
States

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661-810-5155

EDUCATION

University of California, Los Angeles -
Class of 2016
Bachelor of Arts: Political Science

PROFESSIONAL EXPERIENCE

Patron Services Manager - Royce Hall, UCLA Los Angeles, CA, March 2018 - Current

Manage a Front of House team of ~70 employees serving tens of thousands of theater patrons per year
Compose and implement ever changing COVID-19 related theater policies for both front and back of house
Coordinate venue security for 1800 guests and VIP's often working with state and federal law enforcement
Coordinate and track expenses related to vendor services on an event by event basis
Singularly manage and process payroll for a staff of over 100
Post and market job openings, interview applicants, hire and train new staff
Generally manage Front of House, Security, Parking, Concessions, Merchandise and COVID policy for upwards of 60 events per year while managing and processing payroll theater wide

Fellow - Researcher / Coordinator, Propper Daley

Los Angeles, CA, May 2017 - December 2017
Compose client press releases for Paramount & Universal
Created social media copy for multiple organizations
Created back- end inventory management and digital assets for 2017 Call of Duty Race to Prestige

Lead House Manager, Geffen Playhouse

Los Angeles, CA, November 2015 - March 2018
Organize usher staff & Oversee theater operation
Administer merchandise sales
Liaise with VIP's such as Tom Hanks, Dave Chappelle, Morgan Freeman, etc.

Courtesy Clerk / Cashier / Produce Clerk, Stater Bros. Mkts

Lancaster, CA August 2010 - September 2014
Receive & breakdown produce loads
Assist in Produce Department Inventory
Stock wet & dry tables, rotate produce
Run a register when short staffed or busy hours