
Rachel Mann

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650-922-0395

Executive Administration

Efficient and effective administrator with a natural talent for organization and foresight. Innovative problem solver with varied experience in project management, marketing, fund raising and office administration. Skilled collaborator with internal cross-functional teams and external vendors, agencies and partners. Successful track record of achieving results within tight timelines and budgets. Voracious learner who tackles independent projects with passion. Proficient with both Mac and PC platforms, Microsoft Office Suite, 67wpm.

☑ Program Development & Implementation
☑ Budget & Resource Management

☑ Staff Supervision & Empowerment
☑ Critical Analysis & Problem Solving

Professional History

Associate Production Manager Portland Center Stage 9/2011-10/2012

- Acted as right hand for Production Manager at large regional theater supporting all production departments for ten productions each year
- Managed and distributed daily schedule for entire building, including stages, rehearsal venues and meeting rooms
- Executive support for Production Manager and eight department heads
- Collaborated with Marketing department editing playbill, as well as provide marketing with information regarding productions that is useful and entertaining to patrons
- Created, executed and tracked contracts, union documents and fee payments for directors, designers and stage managers
- Participated in season planning through careful review and report of potential scripts
- Liaised with event planning staff for production department
- Maintained up-to-date records on all purchases, contracts and union forms
- Tracked spending through regular budget review, participate in cost saving planning
- Oversaw production payroll entries for accuracy for three direct reports
- Managed workers compensation and injury claims/reports
- Managed access badges and keys for company

Marketing & Development Manager Southern Rep 3/2010-12/2010

- Event planning and management for events with up to 350 guests
- Project management for all marketing and development activities
- Pursue community relationships to build external support for organization
- Recruit and manage administrative interns
- Organize and oversee publicity photo shoots with actors and photographers
- Write dynamic press releases and marketing material copy
- Design marketing materials with graphic designer to create persuasive visual art
- Create effective message for social media including Facebook and Twitter

Assistant Production Manager Utah Shakespeare Festival 8/2007- 5/2009

- Managed detailed calendar for repertory theatre with 9 shows per season
- Review and assess budget adjustments in conjunction with department heads
- Assessed viability of recruiting methods for production personnel through data mining and analysis resulting in changes of recruiting procedures
- Statistical analysis of salaries for seasonal and full-time production personnel
- Collaborated with design staff to develop promotional materials including recruiting poster and technical staff appreciation cards
- Monitored budget for seasonal personnel, recruiting and regular expenses

Administrative Assistant II Exelixis 4/2006-8/2007

- Executive administrative support for CMO and two VPs
- Additional administrative support for six upper management Directors and 30+ Clinical Development staff members
- Scheduled comprehensive half day interviews for up to 10 candidates per week
- Completed expense reporting for entire team in SAP
- Arranged travel, including air, hotel and conference registration
- Fielded calls from vendors to distribute to appropriate person
- Coordinated extensive calendar upkeep and scheduling with multiple VP and Directors
- Worked on special projects including creating Access Databases & comprehensive team manuals

Administrative Assistant Genentech 2005-2006

- Executive administrative support for team of four VP level managers
- Completed expense reporting for entire team in SAP
- Arranged travel, including air, hotel and conference registration
- Fielded calls from vendors to distribute to appropriate person
- Coordinated extensive calendar upkeep and scheduling

Education

Southern Utah University	MFA, Arts Administration	2009
Colgate University	Bachelor of Arts in Art History	2003

References

Emily Wells *Stage Manager* *Portland Center Stage* 917-971-2993
Co-worker at Portland Center Stage

Fred Schoening *Technical Director* *Portland Center Stage* 678-464-3733
Production Department Head at Portland Center Stage

Ray Inkel *Interim Production Mgr* *Alley Theater* 435-701-6176
Manager at Utah Shakespeare Festival

Bill Brynes *Associate Provost* *Southern Utah University* 435-586-7703
Dean of Graduate Program at Southern Utah University