**Jacob J. Goldfine Dallas, TX  
214-244-9278 jacobjgoldfine@gmail.com**

**Professional Profile**  
Driven and adaptable event planner with experience in college conventions, theater productions and expos. Experience managing medium sized events, accomplishing goals with creativity and little supervision. Ability to strategize, market and implement changes as event is planned. Works well with designers, guests, visitors, artists, musicians and food vendors, to name a few.

* Excellent communication skills,   
  both verbal and written
* Problem solver
* Very Organized
* Outstanding Customer Service
* Achieves goals with little supervision

**Professional Experience   
  
Clark University Worcester, MA  
Stage Manager/Event Planner 2014-2018**

* Oversaw 5 theater productions and 3 college/community conventions, along with multiple campus club events
* Worked as Stage Manger, Assistant Stage Manger, stage hand, and props master
* Duties included running the productions, rehearsals, and took notes for changes and improvements
* Insured that all information was fluid among all involved
* Assembled planning committee, delegated various tasks, managed advertising and recruited and organized volunteers

**PAX East Boston MA  
Sales/Hospitality 2018-2019**

* Provided appropriate information to attendees
* Maintained a clean and organized show floor space for sales of merchandise
* Registered cashier for sale of merchandise, including cash, credit cards, apple pay
* Clearly and calmly directed convention foot traffic

**Education**Clark University **Worcester, MA**  
BA Theater **graduated 2018**  
  
**Software and Skills**MSOffice - Word, Excel, PowerPoint and Outlook  
Trained in Final Cut film editing software  
Knows Stage Design and utilizes Google Sketchup