

Brian Sullivan

Coordinator

Brooklyn, NY 11206

brianpatricksullivan3_sq7@indeedemail.com

978.457.2454

Authorized to work in the US for any employer

Work Experience

Front Desk Coordinator

Extell Development Company - New York, NY

May 2018 to Present

- Assist in taking appointments for home buyers
- Serve clients and welcome them to our onsite location
- Manage appointment schedule & keep the gallery fully stocked
- Manage in's and outs of large shipments and materials

Production Assistant

Kcd Worldwide - New York, NY

- Assist on the set up & break down of backstage spaces, greenrooms, step and repeat, entrance ways, show spaces, and break rooms for all productions
- Specifically tasked to manage greenroom spaces for VIP clients, and was the liaison between the clients and production team
- Manage small crews to complete specific tasks within a given amount of time to stay on schedule.
- Greet high profile guests and ushered them to their seats.
- Assist on several NYFW show's including Coach, Versace, Escada, & Sies Marjan and events such as Ralph Lauren Red Fragrance launch & The CFDA Awards

Production Design Assistant

Colin Cowie Lifestyle - New York, NY

July 2016 to January 2019

- Assisted on the set up & break down of backstage spaces, greenrooms, dressing rooms, entrance ways, dining, ceremony and event spaces, and break rooms for all events
- Assisted on the completion of high-end luxury weddings in spaces such as The Rainbow Room, The One Hotel Brooklyn Bridge, and The New York Public Library
- Managed small crews to complete specific tasks within a given amount of time to stay on schedule
- Greeted and ushered wedding guests to and from ceremony and dining room spaces

PROGRAM MANAGER/CO-PRODUCER

CT REPORTORY THEATRE - Storrs, CT

September 2015 to March 2016

- Co-produced The 2016 UCONN BFA Actor Showcase for 8 graduating BFA Actors
- Managed all marketing operations: photo-shoots, asset design, public relations & social media

- Raised over \$7,000 dollars to fund project needs via Kickstarter
- Organized event catering, staffing, & guest list

ASST COMPANY/HOUSE MANAGER

CT REPORTORY THEATRE - Storrs, CT

June 2015 to August 2015

- Advertised The Nutmeg Summer Series via direct mail, social media, radio, & TV media placement
- Tracked staff expenses, event catering costs, & ticket sales
- Appointed as company point of contact for all hired summer theatre staff, actors, directors, & crew members
- Hosted opening night soirée's for each production: oversaw catering, check-in, event photography
- Oversaw house management duties: usher training, opening the house, seating, & concessions

Education

BFA in ACTING

THE UNIVERSITY OF CONNECTICUT - SCHOOL OF FINE ARTS

September 2012 to March 2016

Skills

BRANDING (4 years), MICROSOFT OFFICE (6 years), PHOTOSHOP (4 years), Management (4 years), Organizational Skills (4 years)

Additional Information

SKILLS

Organization, Planning, Photoshop, Public Speaking, Microsoft Office, Social Media Branding

CONTACT

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