

ADRIEN BRIZZOLARA

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ARTS ADMINISTRATION EXPERIENCE

CLEVELAND PUBLIC THEATRE, Cleveland, OH
Assistant Production Manager, Pandemonium

August 2016 to September 2016

- Worked closely with Production Manager to coordinate major annual fundraising event featuring nearly 300 artists in over 50 original works and musical acts on 20 different stages
- Ensured that the prop, costume, and technical needs of each performance were met

4TH STREET THEATER, Chesterton, IN
Production Manager, Jane Eyre The Musical

March 2015 to June 2015

- Kept task schedule on track for award-winning production with 50-person cast and crew
- Strengthened theatre's overall production process by designing and compiling post-production report

Marketing Coordinator, Amahl and the Night Visitors

October 2014 to December 2014

- Helped sell out 90% of performances by designing informational cards, flyers, and invitation letters

SKOKIE VALLEY SYMPHONY ORCHESTRA, Skokie, IL
Marketing Intern

January 2014 to May 2014

- Measured marketing effectiveness by analyzing ticket sales data and Facebook page statistics
- Drafted and distributed marketing materials such as flyers, ads, and press releases

PORTAGE COMMUNITY THEATRE, Portage, IN
Treasurer and Membership Director, Board of Directors

February 2011 to January 2014

- Built budgets, collected and deposited money from ticket sales, and managed member database
- Engaged community by planning and hosting karaoke nights, festivals, and children's camps

ADDITIONAL EXPERIENCE

INFINITE BUSINESS SOLUTIONS, St. Charles, IL
Copywriter

July 2015 to present

- Draft blogs, newsletters, and website copy for virtual administrative support services firm

TRIBSYS LLC, Valparaiso, IN
Bookkeeper

November 2010 to March 2016

- Tracked expenses and income, handled accounts payable/receivable, and produced year-end reports summarizing all financial activity for tribology laboratory
- Prepared and submitted most federal and state tax forms and payments

GIVING FOCUS LLC, Valparaiso, IN
Development and Fundraising Writer

June 2014 to September 2015

- Drafted donor communications for nonprofits ranging from retirement communities to museums
- Assisted President as needed to deliver fundraising and strategic planning services to local nonprofits

NORTHEAST POWER COORDINATING COUNCIL, INC., New York, NY
Budget Analyst

April 2007 to July 2010

- Produced annual business plans, multi-million dollar budgets, and financial reports
- Tracked and analyzed all financial transactions and oversaw accounts payable/receivable

WEBMD, New York, NY
Project Specialist, Medscape Business Intelligence

January 2005 to April 2007

- Analyzed data to track website membership, site usage, and ad performance
- Created and presented reports on site trends and visitor behavior to senior management

EDUCATION

VALPARAISO UNIVERSITY, Valparaiso, IN
Graduate Studies, Arts and Entertainment Administration

August 2013 – June 2014

FORDHAM UNIVERSITY, New York, NY
Bachelor of Arts in Mathematics, summa cum laude

December 2004

PERFORMANCE EXPERIENCE

15 years' experience performing as a solo vocalist and with ensembles. Genres include pop, opera, jazz, musical theatre, and choral singing styles. 5 years' acting experience in theatre, musical theatre, opera, film, and improv comedy. 1 year of experience modeling for print ads and images used in trade shows for various industries.