

Dominique Douglas Hendricks

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Objective	Continuing to grow in business and remain active in the theater administration and business management fields, as well as, customer service skills and education development.		
Interest	Working in the business administration/ management field in various companies and school systems. Educating students, and working with them in Theatre related projects, both performing and behind the scenes.		
Expertise/ Highlights	● Excellent Strategist – Provide solutions that boost productivity and efficiency across the organization. Quickly identify problem areas and implement effective solutions. ● Administration -- Knowledge of business and management principles involving strategic planning, resource allocation and coordination of people. Strong verbal and written communication skills. Event planning and scheduling skills. Ability to process funds and manage accounts. ● Customer Service -- Consistently demonstrates strong customer focus, and ability to build good customer relations. ● Computer Skills-- Zoom, Microsoft Office- Word, Excel, PowerPoint, Outlook, Teams; Systems- Jenark, People Soft, Workday, QuickBooks, ACS Technologies, Events Win Calendar, Vendini, Lexis Nexis; Accounting Skills- Workday, AP/ AR and Payroll- CBIZ and ADP. Concur and Account Sight. Basic html coding and website management.		
Education	National University	San Diego, CA	● Doctor of Business Administration, General Business
	Trinity Washington University	Washington, DC	● Master of Science in Administration- Non- Profit Organization
	North Carolina Central University	Durham, NC	● Bachelor's of Arts, Degree in Administration ● Bachelor's Of Education, Degree In Theatre Education (115 hours completed)
	Duke Ellington School of the Arts	Washington, DC	● High School Diploma (Concentration in the Arts)
Professional Experience	2012- current Professional Contractor Participates in various activities with local organizations and programs in the following roles: - Digital Presentation Director - Production Manager - Conference Consultant - Producer (live and digital works) - MMTI Instructor - Director of Operations - Marketing Director - Stage Manager - Voice Over (radio/social media ads) - Managing Director		
	August 2023- Present	Howard University	Washington, DC
	Director of Operations and Events/ Adjunct Lecturer ● Instructor for Courses and Labs in the Dept. of Theatre Arts (DoTA). ● Oversees students and advising for the Administration concentration ● Assists with implementing strategic initiatives and supports the planning, operations and execution of all programs and events. ● Supports all internal and external departmental communication and the use of related platforms. ● Identifies systems, processes, and ways of working that optimize management and operational matters across the College. ● Administers College policies, practices, programs and initiatives that strengthen academic and research activities; ensures that departmental programs and services are aligned with the College and University's goals. ● Analyzes potential resources and management needs for continued and proposed new initiatives and relationships and develops financial and management models as necessary to study and to successfully implement approved initiatives.		

- Assists with managing stakeholder relationships across the University to advance the College's programs and initiatives.
- Committees: Judiciary (CoFA); Owen Dodson "Weenie" Awards (DoTA).

August 2015- Present	Howard University	Washington, DC
Assistant Artistic Director/ Coordinator/ Lecturer		

- Instructor for Courses and Labs in the Dept. of Theatre Arts (DoTA).
- Oversees students and advising for the Administration concentration
- Oversees and supports all production creativity and activity.
- Plans season calendar for full performing, technical and digital components in DoTA.
- Generates additional partnerships, internships and opportunities for students.
- Provides opportunities for Alumni support and engagement.
- Oversees marketing and publicity for the DoTA, including programs/ playbill submissions.
- Manages website content; basic html coding.
- Department Committees: Curriculum Committee, Academic Standards & Practice/ Student Advisory, Departmental- Alumni Relations & Drama Desk, Departmental- recruitment/ Admissions, Scholarship Committee, and the Owen Dodson "Weenie" Awards.
- COAS Committees: Faculty Senate Task Force
- CoFA Transition Committee
- University- Faculty Senate- Alumni and Community Committee

Lecturer/ Theater Production Manager

- Instructor for Courses and Labs in the Dept. of Theatre Arts (DoTA): Fundraising for the Arts; Intro to Production/ Lab; The Producer's Workshop; Finance Management; Admin Arts Labs.
- Oversees production matters pertaining to the DoTA.
- Oversees all production, box office, and front of house personnel.
- Manages marketing and publicity for the DoTA, including programs/ playbill submission.
- Manages website content; basic html coding.
- Collaborates and manages staff, faculty, hired professionals, and consultants according to the rehearsal, technical, production and performance schedules.
- Collaborates and manages staff, faculty, hired professionals, and consultants according to set deadlines, budgets, and rehearsal/performance spaces.
- Collaborates with the General Manager and Chair to secure rights, contracts, and supplies, including hospitality requests.
- Establishes, reframes, and monitors production and safety/ emergency procedures.
- Prepares purchase orders, requisitions, and contracts.

March 2017- March 2018	The Asia Group	Washington, DC
Office Manager/ Executive Assistant		

OFFICE MANAGER

- Responsible for designing, creating, and stocking staff kitchen, office supplies, and centrally organized storage spaces.
- Worked with the CEO to design and maintain the inner lobby space for guests.
- Received and screened all calls via a switchboard; Mail distribution.
- Ordered office supplies and maintained inventory.
- Worked with Human Resources to design and order furniture and supplies for new hires.
- Assisted in onboarding and company culture training for new hires.
- Assisted the Partners with hosting events and client meetings.

EXECUTIVE ASSISTANT

- Provided a broad range of administrative support to the Vice Chairman- Richard Verma (former Ambassador to India)
- Provided a broad range of administrative support to the Chief Operating Officer
- Provided logistical and scheduling support.
- Managed company calendar(s) and client meetings.
- Managed all travel (local and international; ground, train, plane)
- Reconciled all credit card purchases, account purchases, and travel.
- Assisted with written and verbal communication on behalf of Amd. Richard Verma

Consultant- Office Manager

- Organize and monitor office operations and procedures such as bookkeeping, preparation of payroll, personnel, and information management, filing systems, and requisition of supplies.
- Allocation and reconciliation of bank records/documents, and other clerical services.
- Manage systematic retention, protection, retrieval, transfer, and disposal of records.
- Plan office layout, develop office budget, and initiate cost reduction programs.
- Review all records and documents to ensure completeness, accuracy, and timeliness.
- Maintain contact with customers and outside vendors.
- Manage and maintain: accounts payable, accounts receivable, inside charts and statistics, payroll, commissions, human resources, and social media.

April 2013- April 2014

NOVO Development

Washington, DC

Administrative Assistant

- Received and screened all calls via a switchboard; Mail distribution.
- Maintained and ordered office supplies and responsible for uniform orders and inventory.
- Assisted with accounts receivables and payables along with HR and Payroll.
- Provided Website maintenance.
- Managed vendor and contractor files, government/ bank filings, as well as, digital documents.
- Responsible for marketing and managing storage units.
- Provided administrative assistance to Managers and Board of Directors.
- Assisted property managers with tenants, maintenance, and lease agreements.

09/20/10- 12/ 31/ 2011

THEARC Theater

Washington, DC

Production Manager/ Program Coordinator

- Met with each client/ partner to collect necessary information regarding set-up and technical requests, as well as, contractors to ensure each event runs smoothly.
- Educated each client/ partner on the Production Process and how production operates at THEARC.
- Made certain that each event and every aspect connected with the missions and goals of THEARC.
- Reviewed all submitted information and requested additional information from each client/ partner to make certain their file was current, as well as, ensured each contractor had what they needed to fulfill their responsibility.
- Created Production Notes, Schedules, and Budgets for each event.
- Collaborated with the Theater Manager regarding invoices for each client and partner event.
- Collaborated with the Technical Director regarding equipment and staging for each client and partner event.
- Assisted with hiring contractors for each event and helped manage timesheets and reports.
- Worked with the Technical Director and Crew to ensure that the Theater was equipped, maintained, and ready for each upcoming event.
- Worked with the Marketing Coordinator to ensure each event's marketing material was updated on the website.
- Collaborated with the Client, Technical Director, Contractors, Front of House, and Preservation Staff to ensure THEARC was restored to the standard plot/ layout after each production.
- Worked with the Theater Manager, other staff, and Partners regarding generating Programs and establishing Funding.
- Collaborated with other Partners regarding various projects/ events for the community.
- Worked with the Technical Director regarding various interns that learn via the workshops; assisted with events.
- Assisted with gathering information to complete various grants for programs and projects.
- Worked with the Marketing Coordinator to create flyers and other marketing materials for each program/ project.

House Manager/ Stage Manager/ Production Manager

- Worked as a contractor on several productions.
- Responsible for all ushering staff, made sure the house remained clean and also took responsibility for the safety of all crew, staff, and patrons of the house.
- Responsible for the production, crew, staff, and actors. Worked with the Production Manager in creating daily schedules for the production. Also, worked with the Director to create cues to call the show.
- Responsible for all members in cooperation with the production. Created an overall schedule for the production. Also, oversaw all finances used for the production, as well as, oversaw the safety of the theatre for each production.

07/19/06- 07/20/06

THREE MO' TENORS

THEARC
In Washington, DC**House Manager**

- Kept all audience members pleased and relaxed, as well as, provided solutions to other requests that were presented.
- Responsible for all ushering staff, made sure the house remained clean, and also took responsibility for the safety of all crew, staff, and patrons of the house.
- Also worked with the Stage Manager in being consistent with opening the house on time.

2/10/06- 2/12/06

TROUBLE IN MIND

North Carolina Central University
In Durham, NC

2/17/06- 2/19/06

Assistant Director

- Assisted the director, while helping to pursue their concept for the show. Responsible for all decisions/ issues concerning the production, in the absence of the Director.
- Responsible for all members in cooperation with the production. Made sure that each performance ran smoothly, as well as, made sure that each crew fulfilled their task correctly.
- Also helped the Director with creating an overall rehearsal schedule for the production.

Stage Manager (select shows and performance dates)

- Responsible for the production, crew, staff, and actors. Works with the Production Manager in creating daily schedules for the production. Also, worked with the Director to create cues to call the show.
- Responsible for all members in cooperation with the production. Created an overall schedule for the production. Also, oversaw all finances used for the production, as well as, oversaw the safety of the theatre for each production.

10/6/06- 10/8/06
10/13/06- 10/15/06

CROWNS

North Carolina Central University
In Durham, NC10/7/05- 10/9/05
10/14/05- 10/16/05

EUBIE

North Carolina Central University
In Durham, NC

07/11/05- 07/16/05

Hip Hop Theatre Festival

The Studio Theatre
In Washington, DC

06/29/05- 06/30/05

A Dance Show
A Hollow Dance ProjectIra Aldridge Theater
In Washington, DC

06/11/05 – 06/12/05

"Once Upon A Time"
DC Youth EnsembleTHEARC Theater
In Washington, DC10/22/04- 10/24/04
10/29/04- 10/31/04

FAME

North Carolina Central University
In Durham, NC

07/03- 08/04

- BUBBLIN BROWN SUGAR
- JUNKANOOArt Creates Life at
The Lincoln Theatre
In Washington, DC

**Professional
Development**

Dissertation Research	National University	August 2023- January 2025
Research Design	Northcentral University	June 2023- August 2023
Statistics I	Northcentral University	March 2023- May 2023
Global Business Environment	Northcentral University	December 2022- February 2023
Supervising in the 21st Century	Northcentral University	April 2022- June 2022
Corporate Finance	Northcentral University	February 2022- April 2022
Ethics in Business	Northcentral University	December 2021- January 2022
Business Strategy and Innovation	Northcentral University	October 2021- November 2021
Workday Training	Howard University	September 2021
Teaching Online for Faculty Professional Development Training	UNCF	August 2021
Workday Training	Howard University	May 2021
Flipping the Online Classroom	Howard University	March 2021
Planned Giving	Nonprofit Hub	March 2021
Lumen Circle Fellowship	Lumen Circle/ HU	Spring 2021
How to Write and win Grants	The Myles Foundation	October 2020
Academic Continuity Tools- Webinar	SmarterServices	June 2020
CETLA Distance Learning Certification	Howard University	May 2020
CETLA Blackboard Training	Howard University	May 2020
Website Training	Howard University	February 2020
Harassment Training	Howard University	November 2019
Metacognition- Teaching You Student to Learn	Howard University	October 2019
Scholarly Literature Review	Northcentral University	February- April 2019
Customer Service Training	Howard University	March 2019
Unconscious-bias Training	Howard University	March 2019
Organization and Governance of Higher Education	Northcentral University	December 2018- February 2019
Advanced Research & Writing	Northcentral University	October 2018- December 2018
Doctoral Study	Northcentral University	August 2018- October 2018
Sensitivity Training	Howard University	November 2017

CETLA- Blackboard Training	Howard University	September 2017
COAS Budget & Travel Training	Howard University	September 2017
HU Faculty Retreat	Howard University	April 2016
People Soft Requisition Training	Howard University	January 2016
CETLA- Teaching at HU	Howard University	August 2015
State Tax & Document Preparation	Sterling Carpet Shops	August 2014
ADP- payroll systems	Sterling Carpet Shops	May 2014
CBiz- payroll systems	Novo Development	August 2013
Professional Readiness	Dept. of Employment Services	November 2012
Research & Planning	Trinity University	September 2011
Communication & Writing	Trinity University	February 2011
Critical Thinking	Trinity University	October 2010

Committees and Service

- a. Department Committees: (2015- current) Owen Dodson Weenie Awards (2015- present) Curriculum Committee (worked to redefine all concentration areas course schedules); Academic Standards & Practice/ Student Advisory (worked with students to re-establish focus in particular courses and GPA averages); Departmental- Alumni Relations & Drama Desk (worked to update and maintain information about alumni of the Department); and the Owen Dodson Weenie Awards (served as Chair of committee; worked to award students for hard work and efforts throughout the year).
- b. COAS Committees: Faculty Senate Task Force (2015- 2020) (Worked to keep other faculty updated about changes from the University; COAS Alumni Awards (2020-2022); and COAS Nominations and Elections (2020-2022).
- c. CoFA Committees: Judiciary Committee (2021-2024)
- c. University- Faculty Senate- Alumni and Community Committee (2015- 2019) (2021-2024); Budget Committee (2021-2024)

Teaching Experience

COURSE NUMBER SECTION NUMBER COURSE TITLE COURSE LEVEL SCHEDULE

Fall Semester

- 1- 80519 191 Fundraising for the Arts 3,4 Course
- 2- 85591 003 Theatre Arts Administration Lab III 2,3 Lab
- 3- 85592 004 Theatre Arts Administration Lab IV 3,4 Lab
- 4- 85593 005 Theatre Arts Administration Lab V 4 Lab
- 5- 18250 095 Intro to Production/ Lab 2,3,4 Course
- 6- 80489 001 Production Practicum I 1,2,3,4 Lab
- 7- 80523 003 Technical Theatre Practicum III 1,2,3,4 Lab
- 8- 85780 004 Theatre Practicum IV 1,2,3,4 Lab
- 9- 80524 005 Theatre Practicum V 1,2,3,4 Lab
- 10- 80528 058 Tech Production I 1,2,3,4 Lab
- 11- 80529 059 Tech Production II 1,2,3,4 Lab

Spring Semester

COURSE NUMBER SECTION NUMBER COURSE TITLE COURSE LEVEL SCHEDULE

- 1- 80519 191 Fundraising for the Arts 3,4 Course
- 2- 85591 003 Theatre Arts Administration Lab III 2,3 Lab
- 3- 85592 004 Theatre Arts Administration Lab IV 3,4 Lab
- 4- 85593 005 Theatre Arts Administration Lab V 4 Lab
- 5- 18250 095 Intro to Production/ Lab 2,3,4 Course

- 6- 80489 001 Production Practicum I 1,2,3,4 Lab
- 7- 80523 003 Technical Theatre Practicum III 1,2,3,4 Lab
- 8- 85780 004 Theatre Practicum IV 1,2,3,4 Lab
- 9- 80524 005 Theatre Practicum V 1,2,3,4 Lab
- 10- 80528 058 Tech Production I 1,2,3,4 Lab
- 11- 80529 059 Tech Production II 1,2,3,4 Lab
- 12- Co-Op Drama 3,4, Lab

**Creative Works/
Projects and
Contributions**

Chadwick A. Boseman College of Fine Arts- Event & Programming: 2024-2025

Chadwick A. Boseman College of Fine Arts- Event & Programming: 2023-2024

New Faculty Orientation- Narrator & Coordinator: 2018- current

Theater Alliance (Production Management: Fall 2022- Summer 2023)

50th Owen Dodson Weenie Awards- Spring 2022

Dance Composition (filming)- Spring 2022

Coming Home (musical revue filming)- Fall 2021

Lucille Lortel Theatre- Collaboration- Fall 2021

Theater Alliance (Production Management: Fall 2021- Spring 2022)

Duke Ellington School of the Arts (Operations Manager)- Project in the Fall 2021

Website Management- DoTA- Fall 2021

The Fine Arts Collective- Virtual Fashion Show- Spring 2021
<https://www.youtube.com/watch?v=3QrlZofDyWk&t=14s>

Spotlight Series- Curation/ Planning- Fall 2020

Website Management- DoTA- Fall 2020

49th Annual Owen Dodson Weenie Award- Spring 2021

Dance Senior Showcase- Program- Spring 2021

Spring Dance Concert- Program- Spring 2021

Christmas COVID Chronicles Program- (original script and music)- Fall 2020
<https://youtu.be/NhBXABpmjuQ>

Spotlight Series- Curation/ Planning- Fall 2020

Website Management- DoTA- Fall 2020

Weenie Awards- Graphic & Program Designer- Spring 2020

Annual Spring Dance Concert- Program Design- Spring 2020

Acting Showcase- Program Designer- Spring 2020

Pippin- Program Designer- Spring 2020

Dimensions (dance showcase)- Poster & Graphic Designer- Fall 2019

Spell #7- Poster and Program Graphic Designer- Fall 2019

Flyin' West- Poster & Program Graphic Designer- Fall 2019

Weenie Awards- Graphic & Program Designer- Spring 2019

Spring Dance Concert- Program Graphic Designer- Spring 2019

URINETOWN- Program Graphic Designer- Spring 2019
Created graphics for social media, as well as, the program cover.

Nankama African Dance Conference February 9th & 10th
Organizer and Producer

JONKONNU- Fall 2018:
Co-creator (burial scene)- assisted with the creation of the ritual scene, both an integral and artistic component of the play.

**Content
Marketing and
Organization
Contributions**

CABCoFA Website Management: 2023- current

DOTA Website Management: 2015- current

THEATRE ARTS SEASON- Season Programs 2023-2024

THEATRE ARTS SEASON- Season Press Releases 2023-2024

THEATRE ARTS SEASON- Season Press Release Fall 2022

THEATRE ARTS SEASON- Season Press Release Fall 2021

THEATRE ARTS SEASON- Season Press Release Fall 2020

September- Monthly Calendar- Programming and Presentations- Fall 2020

October- Monthly Calendar- Programming and Presentations- Fall 2020

November & December- Monthly Calendar- Programming and Presentations- Fall 2020

Dance Showcase- Good Trouble- Playbill- Fall 2020

ANNUAL SPRING DANCE CONCERT- Press Release Spring 2020

PIPPIN Press Release- Spring 2020

SPELL #7 Press Release- Fall 2019

FLYIN' WEST Press Release- Fall 2019

Spring Dance Concert- Press Release- Spring 2019

Acting Showcase Press Release- Spring 2019

URINETOWN Press Release- Spring 2019

HUES- Dance Showcase- Fall 2018

MILK LIKE SUGAR Press Release- Fall 2018

JONKONNU Press Release- Fall 2018

Theatre Arts Season Press Release 2017-2018

Theatre Arts Season Press Release 2016-2017

Sarfina! Press Release- 2016

Theatre Arts Season Press Release 2015-2016

**Administrative
Contributions
and Service**

Production Consultant 2022- 2023
DoTA Season

Assistant Artistic Director 2021-2022
Managed all season and programming administrative tasks, and artistic planning.
Season Planning for AY22-23

DEPARTMENTAL SEASON 2021- 2022
SAN-COFA (continuing a season of presentations)
Presentations: The Cakewalk Series (in partnership w/ the Lucille Lortel Theatre);
Coming Home (a musical theatre revue); Dance Arts Composition Showcase.

Programming presentation and workshops from the following concentrations and partners:
Dance; Acting; Musical Theatre; Collaboration with Allied Health; Friends of Theatre and Dance at HU;
Woolly Mammoth Theater; Theatre Alliance; Studio Theatre; Black Theatre Coalition; Young
Playwright's Theatre; National Theatre Institute; Mosaic Theater; IABD; Kennedy Center.

Assistant Artistic Director 2020-2021
Managed all season and programming administrative tasks.
Season Planning for AY21-22

DEPARTMENTAL SEASON 2020-2021
SAN-COFA (a season of presentations)
Programming presentation and workshops from the following concentrations and partners:
Dance; Acting; Musical Theatre; Collaboration with Allied Health; Friends of Theatre and Dance at HU;
Woolly Mammoth Theater; Theatre Alliance; Studio Theatre; Black Theatre Coalition; Young
Playwright's Theatre; National Theatre Institute; Mosaic Theater; IABD; Kennedy Center.

DEPARTMENTAL SEASON 2019- 2020
AUDITION PERIOD:
August 18th 4pm-7pm
August 19th 6pm-9pm
ETS: Flyin West"
Rehearsal Period: August 22nd-September 22nd
Tech Period: September 23rd-September 29th
Preview: September 30th
Performances: October 1st-October 5th
ETS: Woolly Mammoth Collaboration
Tech Period: October 11th-October 16th
Performances: October 16th-October 20th
IRA ALDRIDGE: Spell #7
Rehearsal Period: September 16th-October 20th
Tech Period: October 21st-October 28th
Preview: October 29th
Performances: October 30th- November 2nd
ETS: MT Cabaret
Rehearsal Period: October 21st-November 2nd
Tech Period: November 3rd-November 5th
Performances: November 6th-November 8th
IRA ALDRIDGE: Dance Showcase
Tech Period: November 12th-November 14th
Performances: November 15th & 16th
ETS: Howard Players Production
Rehearsal Period: January 15th-February 2nd
Tech Period: February 3rd-February 10th
Preview: February 11th
Performances: February 12th-February 15th
IRA ALDRIDGE and DANCE

STUDIO: Nankama African Dance Conference
 February 8th & 9th
 IRA ALDRIDGE: Spring Musical- PIPPIN
 Rehearsal Period: January 15th-February 23rd
 Tech Period: February 24th-March 2nd
 Preview: March 3rd
 Performances: March 4rd-March 7th
 ETS: Acting Showcase
 Rehearsal Period: March 23rd-March 28th
 Tech Period: March 29th-March 31st
 Performances: April 1st-April 3rd
 IRA ALDRIDGE: Annual Spring Dance Concert
 Tech Period: April 6th-April 16th
 Performances: April 17th-April 18th
 ETS: Capstones & Senior Projects
 Rehearsal / Tech / Performances: April 13th-April 23rd
 IRA: Weenie Awards
 Performance- May 7th

The Department of Theatre Arts Announces its 2018-19 Season

ETS: "Jonkonnu"

Rehearsal Period: August 23rd-September 23rd; Tech Period: September 24th-October 1st;

Preview: October 2nd; Performances: October 3rd- October 6th; October 10th- October 13th

IRA ALDRIDGE: Milk Like Sugar"

Rehearsal Period: September 17th-October 21st; Tech Period: October 19th-October 24th and October 29th; Preview: October 30th; Performances: October 31st- November 3rd

IRA ALDRIDGE: Dance Showcase HUES

Tech Period: November 13th-November 16th; Performance: November 17th

ETS: Howard Players (Lysistrata)

Rehearsal Period: January 15th-January 27th; Tech Period: January 28th-February 4th;

Preview: February 5th; Performances: February 6th-February 9th

IRA ALDRIDGE and DANCE STUDIO:

Nankama African Dance Conference February 9th & 10th

IRA ALDRIDGE: URINETOWN, The Musical

Rehearsal Period: January 15th-February 17th; Tech Period: February 19th-February 25th;

Preview: February 26th; Performances: February 27th-March 2nd and March 6th-March 8th

ETS: Acting Showcase

Rehearsal Period: March 18th-March 23rd; Tech Period: March 24th-March 26th;

Performances: March 27th-March 29th

IRA ALDRIDGE: Spring Dance Concert

Tech Period: March 28th-April 4th; Performances: April 5th-April 6th

The Department of Theatre Arts Announces its 2017-18 Season

a. Blood at the Root by Dominique Morisseau: Oct 4- 7; 11- 14

b. In the Red and Brown Water by Tarrell Alvin McCraney: Nov 1- 4

c. Dance Showcase (Student): Nov 17- 18

d. Cabaret: Mar 8-9

e. Annual Spring Dance Concert: Apr 6- 7

f. En Revue: Apr 18-20

The Department of Theatre Arts Announces its 2016-17 Season

a. African Americans- ETS- Rehearsal dates: Monday August 31- Friday October 2, 2016; Technical rehearsal dates: Monday October 5- Sunday October 11, 2016; Performance dates: Wednesday October 13- Sunday October 18, 2016.

b. The Children™s Hour- Ira Aldridge Theater- Rehearsal dates: Monday September 21- Friday October 23, 2016; Technical rehearsal dates: Monday October 26- Sunday November 1, 2016; Performance dates: Tuesday November 3- Sunday November 8, 2016.

c. SPEKTRUM- Ira Aldridge Theater- Rehearsal dates (in the dance studio): October 19- November 13, 2016; Technical rehearsal Monday November 16- 19, 2016; Performance dates: Friday November 20 and 21, 2016.

d. Marcus; or the Secret of Sweet- ETS- Rehearsal dates: Monday January 11- Sunday January 31, 2016; Technical rehearsal dates: Monday February 1- Monday February 8, 2016; Performance dates: Tuesday February 9- 14, 2016.

e. SARAFINA!- Ira Aldridge Theater- Rehearsal dates: Monday January 11- Friday February 19, 2016; Technical Saturday February 20- Sunday February 28, 2016; Performance dates: Tuesday March 1- Saturday March 5 and Wednesday March 9- Saturday March 12, 2016.
f. DRIFT- Ira Aldridge Theater- Rehearsal dates: Monday February 22- Wednesday March 30, 2016; Technical rehearsal dates: Thursday March 31- Thursday April 7, 2016; Performance dates: Friday April 8 and 9, 2016.

Sterling Carpet Shops (2013- 2015)
~ Revised Full Office Manual Handbook

Novo Development Co. (2012- 2014)
~ Established HR and Accounting Policies and Procedures

THEARC Theater- Production Manager/ Program Coordinator (2010- 2011)
~ Annual Arts Day (held each fall)
~ Theater Gala (held once a year)
~ The Washington Ballet™'s Nutcracker (held each November)
~ Graduations of local middle, junior and high schools (seasonal)
~ DC Jazz Festival (annual)
~ NSO performances
~ MLK Holiday Celebration (annual)

Bailey's Srvs Inc (2008- 2010)
~ Created Full Company Manual
~ Generated New Policies for Employees and Contractors