

Samantha Desz

NYC • (646) 729 3678 • samantha.desz@gmail.com • www.linkedin.com/in/samanthadesz

Engaging and Driven Entertainment Business Professional with Diverse Experience

Accomplished, passionate Arts and Entertainment business professional with deep experience thriving in dynamic fast-paced environments including creative, production, and performing arts. Exceptional team player and motivator with the ability to collaborate and communicate with a diverse range of people and personalities. Strong work ethic and problem-solving abilities with proven track record of efficiently managing multiple teams, projects, and tasks. Strong public speaking, instruction/teaching, and management skills. Meticulous attention to detail while keeping with and inspiring big-picture planning.

Currently seeking freelance, engaging work opportunities where I can draw from my diverse experience and expertise to meaningfully contribute to dynamic organizations and projects.

SPECIFIC EXPERTISE

- Live event and media production: including premier talent production, operations, logistics
- General Management: production finance, profit and loss, budget, contract management
- Client, talent, vendor, customer/audience relations
- Business organization, growth development, consulting and strategy

WORK HISTORY AND EXPERIENCE

Founder, Producer, SAG-AFTRA Voice Actor, Culture Gypsy, New York, NY December 2014 to Present

Develop and produce works for the stage, screen, audio, and mixed media for creative production company. Voice Acting focus on audiobook narration; highly proficient with complicated material of a technical or medical nature, including long form narration, documentary, and soft-sell commercial. Past clients include Audible (Amazon), Novo Nordisk, American Egg Board, Chantel Lingerie, Seed of Peace. Member of SAG-AFTRA since 2010. (Voice acting and theatre resumes available upon request.)

Credentials Manager, Probject, New York, NY September 2014 to February 2017

Coordinated several pre-production and on-site requirements for international creative and production management group. Held previous position as Production Coordinator. Fashion and luxury brands projects included: New York Fashion Week (2014-2017); MADE Fashion Week for (2015-2017); Gucci fashion event (2015); Chanel fashion event (2015).

Back of House Credentials Manager, production glue, New York, NY July 2015 to July 2016

Managed back of house credentials system and participant validation for national live events production company for an annual, large-scale Fortune 500 company event (confidential) on Randall's Island, NY.

Business/Operations Consultant, Jalopy Theatre And School of Music, Brooklyn, NY January 2015 to March 2016

Worked on business development projects to assist in growing the School of Music for independently owned and operated music venue and tavern. Managed front of house operations and sponsorships for the 2015 Brooklyn Folk Festival.

**Director of Finance, Todd Street Productions, New York, NY,
February 2001 to August 2014**

Managed production finance operations for media and event production company. Advised executive production team on budget health through the client project production process. Created client, premier talent, and vendor contracts. Managed finance team, profit and loss reviews. Collaborated with CFO and executive team on profit improvement strategy. Ensured legal and financial compliance with client projects and maintained audit proof accuracy. Solid record of achievement and advancement in increasingly responsible positions. Previous positions included Business/Finance Manager, AP/AR Specialist, and Production Assistant.

**Co-Founder, Producing Artistic Director, DownTownTheatre Company, New York, NY
February 2001 to December 2010**

Launched Off / Off-Off Broadway theater company committed to producing compelling, economically-accessible, new works of theater. Produced nine fully-staged productions including two collaborations and numerous readings, receiving successful reviews. (One production developed into a feature film.) Identified and selected material for productions, workshops, and developed new scripts. Defined, planned, and managed fiscal and production budgets, and fundraising operations. Developed and managed production publicity and marketing campaigns. Consultant and collaborator on external projects. Fiscal budget management within umbrella non profit 501(c)(3) requirements.

**Teaching Artist, Roundabout Theatre Company, New York, NY
August 2001 to May 2002**

Delivered immersive, arts-based education program for Tony Award-winning non-profit theater company, benefitting New York City senior high school students. Employed professional theater resources to enhance critical thinking skills and foster deep learning within interactive course curriculum. Instructed dramatic concepts and theater appreciation as well as crossover of skills into everyday life. Achieved near 100% class retention and participation rate.

EDUCATION AND PROFESSIONAL TRAINING

Fordham University London Dramatic Academy *, London, England, 1998
Certificate in Acting (*previously Marymount Manhattan London Drama Programme)

Case Western Reserve University, Cleveland, OH, 1999
Bachelor of Arts in Theatre Arts with Honors, Magna Cum Laude, Pre-Medicine

Actors Theatre of Louisville, Louisville, KY, Aug 1999-May 2000
Apprentice, Acting Apprentice Company

Commercial Theater Institute, New York, NY, 2010
Fourteen Week Program: Advanced Topics for Commercial Producers and Managers, 2010

TECHNICAL SKILLS

- Microsoft Office/365 suite with excellent Excel skills
- Intuit QuickBooks Software (Enterprise, PC)
- Proficient with various online and cloud-based small business solutions (Google Drive, Sheets, etc)
- Proficient with MacOS and Microsoft operating systems
- HID Asure ID (security identity software)