

Thomas Wood

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EDUCATION

The Whitman School of Management, Syracuse University • Syracuse, NY

December 2017

Master of Business Administration • GPA: 3.8

The Catholic University of America • Washington, D.C.

May 2008

Bachelor of Arts • Major: Drama

PROFESSIONAL EXPERIENCE

Stark, Amron & Liner LLP • New York, NY

December 2012–Present

Paralegal/Technical Support

- Orchestrate Assignments of Mortgage process including negotiation of documents and transfer of original collateral between institutions, juggling as many as 25 open files at once
- Conducted process optimization for Assignment of Mortgage process, increasing volume of deliverables for clients by 400%
- Assisted with major reorganization of file room, opening ~20% more room for files, preventing external storage space rental

The Catholic University of America • Washington, D.C.

April 2005–May 2008

Producing Assistant

- Created marketing materials including flyers, posters, faxes, emails, table tents, and drafted press releases
- Managed outreach to theatre's subscriber network, including creating box office databases and computer programs
- Provided IT support, such as installing programs, setting up hardware, and consulting on website issues

PRODUCTION EXPERIENCE

Various Productions • New York, NY

May 2010–October 2015

Producer

- Oversaw production planning, timelines, and budgets, including soliciting scripts, scheduling rehearsal and performance spaces, setting production schedules, and managing budgets ranging between \$1,000–\$10,000 per production
- Retained and managed staff and talent, including hiring directors, and directing teams up to 5 designers and 20 actors, with contracts ranging from 1 week to 6 months
- Maintained relationships with designers, directors and venue managers to help in assembling project teams
- Managed communication among the project team, including status reports, production memos and running and scheduling meetings
- Directed technical aspects of production, such as compliance with union standards, and assigning duties during Tech and Strike
- Promoted marketing efforts and crowdfunding campaigns on IndieGoGo and Kickstarter, raising \$5,000 for one production

Various Productions • New York, NY and Washington D.C.

May 2008–August 2015

Stage Manager

- Supervised technical run crews, with as many as 8 technicians and 20 actors, managed in conjunction with stage equipment, furniture, and costume fittings; managed relationships between run crews, actors, directors and designers throughout process
- Negotiated rehearsal schedules with directors and communicated timelines and schedules to cast and crew
- Coordinated with house management, run crew and orchestra manager, assuring all teams were on the same page before curtain

Comedy Cellar/Olive Tree Café • New York, NY

May 2010–May 2012

Manager

- Supervised and trained new servers and bartenders, managing up to 22 team members (servers, bartenders and kitchen staff) and coordinating between staff and comedians during off and peak hours
- Managed conflict escalation and mediation between kitchen and front-of-house staff members
- Conducted financial management, such as checking servers' paperwork, and closing checks and cash envelopes

SKILLS

Certificates: The Complete Oracle SQL Certification Course – Udemy.com – Completed Sept 4, 2018

Technical: Microsoft Project/Office • Tableau • R • Google Analytics • Adobe Photoshop • Adobe InDesign • Adobe Acrobat • QLab • Swift • Technical Support • Social Networking

Web Design: HTML/CSS • JavaScript • Wordpress • Joomla • GoDaddy

Managerial: Event Planning • Leadership • Public Speaking • Customer Service