

Rachael Williams

Management Specialist

Albuquerque, NM

rachaelcwilliams1@gmail.com

817.584.5103

Administrative professional with ten years of experience in venue management and event coordination. Combining public relations knowledge with fundraising, project oversight, and community expertise to cultivate success.

Willing to relocate to: Denver, CO - Phoenix, AZ - Albuquerque, NM

Authorized to work in the US for any employer

Work Experience

Online Tutor

CHEGG, INC

2016 to Present

Taught chemistry, genetics, and writing to special needs children and adults via online platform while taking 18 semester hours for degree completion.

Producer, Performer, and Project Manager

DALLAS CIRCUS FREAKS, LLC - Dallas, TX

2013 to 2016

Hired as a stagehand for weekly theatrical productions. Rapidly promoted due to strong performance, organization, and leadership. Became director of staff development (training of 20+ employees at a time). Handled public relations and production for company tours (monthly events and shows with budgets up to \$100K).

- Successfully spearheaded a fundraising project which met 110% of the financial goal in 2014.
- Coordinated ticketing, advertising, and event sales for each circus show from 2014-2016.
- Led the creation and launch of a project that achieved a 30% profit increase in 2015. Executed aggressive PR campaigns on an extremely limited budget of \$5K and produced lucrative results.

- Acquired a Guinness World Record as a performer in 2016.

Event Manager

CELEBRATION EVENT CENTER & BALLROOM - Plano, TX

2012 to 2015

Oversaw event sales, catering, and venue rental for a 10,000 square foot ballroom and event space.

- Ensured venue security and client satisfaction by maintaining on-site presence during large events.

Education

Bachelor of Arts in Cultural Anthropology

UNIVERSITY OF NEW MEXICO - Albuquerque, NM
2018

Skills

Tutoring, ESL

Links

<http://www.linkedin.com/in/rachaelcwilliams>