

Erin Read

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General Manager & Project Coordinator

Operations Management	Contract Negotiations	Event Coordination
Team Leadership	Employee Onboarding	Budget Administration (Quickbooks)
CRM Systems (Salesforce, Fundly, HubSpot)	Strategic Planning	Payroll Oversight (ADP, Payroll Service Solutions)

PROFESSIONAL EXPERIENCE

CIC HEALTH, Remote 2020- July 2021

Implementation Lead

- Managed teams ensuring successful COVID testing for a portfolio of Enterprise clients.
- Created client collateral for user experience and laboratory integration.
- Established project communication plans, analyzed reporting, and managed strategic business partnerships.

PLAYPENN, Philadelphia, PA 2017 - 2020

General Manager

- Leveraged leadership expertise to drive operations and oversee financials, while maintaining a \$500K+ budget.
- Implemented marketing/website efforts and engaged in contract negotiations with unions.
- Orchestrated an annual summer conference comprised of over 16 events.
- Initiated cohesive branding for seasonal programming and developed operational manuals.

THE PEW CENTER FOR ARTS & HERITAGE, Philadelphia, PA 2012 - 2017

Program Associate, Performance

- Directed the optimization of the department's existing panel operations and coordinated grant panel logistics.
- Assisted with the administration of over \$3M in grant funding.
- Excelled as a liaison between the center and its applicants, while ensuring consistent applicant satisfaction.
- Employed organizational abilities to maintain a comprehensive records database and departmental calendar.
- Advanced from temporary staff to Administrative Assistant in 2012 and Program Associate in 2013.

ARDEN THEATRE COMPANY, Philadelphia, PA 2008 - 2011

Artistic Assistant

- Presided over multiple disciplines, including artist payroll, scheduling, travel, and housing of visiting artists.
- Supervised a cohesive team of apprentices and organized multiple auditions.
- Exemplified written skills to draft contracts for creative staff and correspondence for agents/unions.

FREELANCE, Philadelphia, PA 2006 - 2012

Freelance Theater Artist

- Served in multiple capacities, including: Box Office Associate; Drama School Instructor (Arden Theatre); Actor (Anthology Project, Arden Theatre, Simpatico); and Assistant Director (Voices of Christmas, Theatre Horizon).

EDUCATION

Bachelor of Arts: Theatre (*Magna Cum Laude*) | Florida State University, Tallahassee, FL