

Lindsay Rocamora

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OBJECTIVE: Full time position with a company where my management, administrative, planning and coordination skills and experience are valued.

EDUCATION: Lawrence University, Appleton, WI
Bachelor of Arts June, 2003 Major: English Literature

MEMBERSHIP: Meeting Planners International
International Special Events Society

EXPERIENCE:

Development Event Coordinator, Milwaukee Repertory Theater, January 2008-Present

- Planned meetings and parties for the Board of Trustees, donors to the Rep and outside clients. I was responsible for all invitations, RSVPs, catering, budgeting, and invoices.
- Coordinated Committees for the Rep's 2008 fundraising Gala. I managed all meetings, agendas and was the primary contact for all staff within the Rep as well as all outside vendors and volunteers.

Event Services Manager, Wisconsin Center District, September 2003 to January 2008

- Familiar with the management of a convention center, multi-purpose arena and theater. Major clients include The Bead and Button Show, The Northwestern Mutual Annual Convention, Miller Brewing Company and Harley Davidson.
- Planned conventions, meetings, dinners and parties in the Midwest Airlines Center where I was responsible for organizing room set ups, staffing, coordinating schedules of multiple events, security and billing for each event.
- Responsible for running the Milwaukee Theater January 2004 to the present, here I organized all aspects of rock concerts and traveling Broadway shows from stagehands and wardrobe to catering, ushering and security. I was the main contact for promoters, technical directors, performers and patrons.
- Put together sporting competitions, concerts and conventions in the US Cellular Arena where I organized equipment delivery, medical presence, staffing and security for each event.
- Worked with both print and television media as a liaison for the Wisconsin Center District and the client. I set up press conferences and worked to make all events media friendly.

Event Management Intern, Wisconsin Center District, Summer 2002

- Helped to run eight professional events from all angles including set-up and cleaning, food services and planning the event. Events included Major League Baseball's All Star Fanfest, Goodwill Industries 100th Anniversary Conference, Harley Davidson's Dealers Meeting and 100th Anniversary Kickoff, Gen Con Gaming Festival, FBI and Milwaukee County Sheriff's training seminars and more.

Member of the Student Organization for University Programming (SOUP), 2000-2003

Founding Member, January 2000, Co-Chair, 2000-2001, Special Events Chair, 2002-2003

- Planned and executed all aspects of concerts, dances, comedians and lectures
- Participated in organizing large events such as Fall Festival, Mardi Gras and Celebrate! (a spring music and arts festival for the Appleton community)
- Responsible for advertising all events to the student body via websites, fliers, the student newspaper and the weekly events calendar.

References available upon request