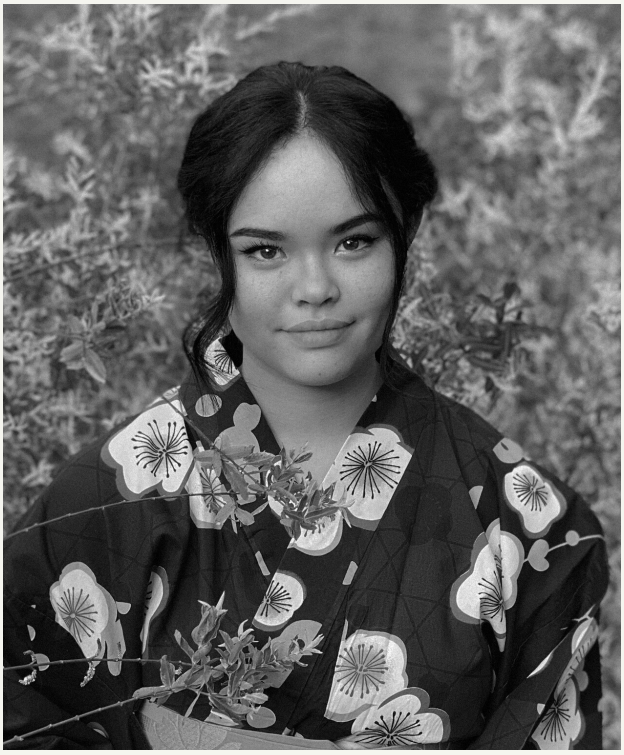


MINA KOPP

MANAGER

Driven technical arts and entertainment manager with excellent organizational, time management, and leadership skills; well-versed in spearheading communication between departments and jumping into new roles.

EDUCATION

PACE UNIVERSITY
2018 - 2022 | BA Stage Management, Minor in Arts and Entertainment Management and Law

In Progress | PMP Certification

SKILLS

- Adobe Photoshop and Lightroom
- ProTools and Logic X Pro
- QLab and Vectorworks
- Photography
- Microsoft Office 2019
- Dropbox
- Social media management
- Building Ikea furniture

EXPERIENCE

2018 - Present
FREELANCE
STAGE MANAGER

- Corresponding between several departments to ensure a unified result
- Ensuring safety and comfort of performers and artists by upholding union rules

2019 - Present
MICHAEL SCHIMMEL CENTER FOR THE ARTS
USHER

- *Closed due to COVID-19*
- Upholding Schimmel Center standards for each show and patron
- Knowledge and enthusiasm of local music and performing arts events

2019
FRONT PORCH REALTORS
REAL ESTATE ASSISTANT

- Social media marketing and creating promotional materials
- Handling email correspondence
- Event planning and coordination
- Data entry

Based out of New York, NY (309) 445-2831 m.minakopp@gmail.com