(817) 917-5664 | mayagontour@gmail.com **Maya Glaser** Washington, DC | LiveNation # = 10116658

PROFESSIONAL EXPERIENCE

Events Coordinator *(Full Time)* *Feb 2025 – Current*
RSLC, Washington, DC
- Manage event registrations, changes, cancellations, hotel blocks, and VIP travel for upcoming committee sponsored events.
- Oversee and execute packing and credential printing before events; then oversee credential pick up and reprints on site at events, as well as repacking up mobile office and equipment.
- Assist events director and deputy where necessary, including restaurant and venue sourcing, collecting payments, hotel and registration audits, etc.

Lodging Admin *(Contract)* *Dec 2024 – Jan 2025*
Playa Luna Presents, Denver, CO (remote) & Cancún, MEX
- Assigned festival staff to the corresponding housing while building up-to-date rooming lists through FileMaker.
- Accounted for any staff, date, name, or travel changes when flagged to correct staffing placements and hotel inventory.
- Assisted the Moon Palace lodging team with any additional needs for other seasonal Playa Luna festivals.

Hotels & Venues Coordinator *(Contract)* *Jan 2024 – Aug 2024*
Committee on Arrangements, RNC, Milwaukee, WI
- Placed more than 13,000 room nights at over 100 partner hotels with Convention leadership and contracted vendors.
- Coordinated with Deputy Event Director on Partner Venue tours, as well as building the Partner Venue Guide with 200+ venues.
- Served as the primary on-site contact for more than 300 delegation, affiliated groups, media, artists, and VIP hotel requests.
- Managed department intern onboarding, training and projects alongside the events team.

Travel Coordinator *(Full Time)* *Oct 2022 – Dec 2023*
Rhino Staging, Tempe, AZ
- Booked hotels, rental cars, and airfare for 16 regional Rhino offices and their crews around the country upon request.
- Logged all travel purchases and accompanying costs in a working spreadsheet and internal company app, occasionally assisting the accounting team with Quickbooks entries.
- Kept track of all crews actively traveling, sometimes up to 500 crew members at once, and moved completed travel into a travel tracker archive. Travel bookings included over 5,000 hotel rooms, 1,000 flights, and 1,200 rental vehicles annually.
- Worked on call overnight and weekends to help crews with any last minute travel bookings or emergencies.

Night of Show Upsells Team Lead *(Part Time)* *Jan 2022 – Dec 2023*
Live Nation (The Fillmore Denver & The Van Buren), Denver, CO & Phoenix, AZ
- Lead Premium Seating upsells team through show shifts, working with Ancillary Sales Manager and Box Office Manager, on around 70 shows annually.
- Completed nightly sales reports and handled cash counts before and after shows.
- Actively worked with box office, back of house crew, tour crews, and security to uphold the best premium seating experience.
- Assisted guest list personnel and presales through check in and security, as well as escorted clients to their seats.

OTHER LIVE EVENT EXPERIENCE

Local VIP Assistant, Various Locations *July 2023 – Current*
- Assist touring crew with checking guests in, assembling merch bags, and load in and load out of the VIP area.
    - 237Global, VIP Nation, Please & Thank You, 100X, Superfan Live

Festival Staff, Various Locations *July 2022 – Current*
- Sea.Hear.Now – *Asbury Park, NJ – C3 Ticketing Team 9/2025*
- Locally Grown – *Ijamsville, MD – 1899 Productions, Guest Services Manager 8/2025*
- Vans Warped Tour – *Washington, DC – Insomniac Credentialing Team 6/2025*
- DC World Pride – *Washington, DC – Insomniac Credentialing Team 6/2025*
- Project GLOW – *Washington, DC – Insomniac Ticketing Team 5/2025*
- Waste Management Phoenix Open – *Scottsdale, AZ – AXS IT/Scanner Support 2/2025*
- Girls Just Wanna Weekend 6 – *Cancún, MEX – Lodging Admin 1/2025*

SKILLS

Technical: Microsoft Sharepoint (Excel, Word, Powerpoint), Google Workspace, FileMaker, TM1, Zkipster, Canva, Quickbooks, Asana, Hospitality, Event Planning, Intermediate Spanish Speaker, Detailed and Organized

EDUCATION

Arizona State University, Tempe, AZ
W. P. Carey School of Business | Barrett, the Honors College
Bachelor of Arts, Business Tourism, Tourism and Travel Services Marketing Operations – *International Business Certificate*
Honors Thesis Project – *Concerts In a Pandemic: The Impact on Artists, the Industry, and Their Audience*