

from the desktop of

# NELLIE BEAVERS

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## Profile

Nellie Beavers is a well rounded addition to any company. Her skill set grows faster than bacteria in a petri dish and employers often wonder: "Is there anything this girl can't do?" Well, she can't do a cartwheel, but she *can* stand on her head, if need be.

## Technology

### FileMaker Developer and Project Manager

FullCity Consulting, 2015 - 2016

- Consulted with clients to design systems to enhance and improve their current workflows
- Designed and built FileMaker Pro Solutions to solve for clients' needs across a variety of industries
- Collaborated with project staff to keep projects on schedule and under budget

### Events Coordinator, Creative Trainer, Support Technician, Sales Specialist

Apple, 2010 - 2015

- Curated events that inspired a flagship market and aligned with global marketing campaigns
- Developed internal and customer facing curriculum and instructional materials
- Facilitated One to One Personal Training, Group Training, Open Training, Youth and Consumer Workshops
- Strengthened customer relationships through superior customer service in Sales and at the Genius Bar

## Entertainment Management

### Associate Tour Manager, Walking with Dinosaurs

North American Tour, 2009 - 2010

- Developed FileMaker Pro databases for personnel records, ticketing, production, and tour itinerary
- Reconciled weekly financials, box office statements, per diem, credit cards, hotel bills, petty cash, ad buys
- Coordinated press events including live TV hits, b-roll footage, scout events, and backstage tours

### Associate Company Manager, Backyardigans, Live!

National Tour, 2008

- Coordinated press events, media, meet & greets, and backstage tours
- Maintained daily reports, accounting, settlement, flights, hotels, and day sheets
- Coordinated bus routing, company travel, and schedules

### Freelance Office Support, Alan Wasser Associates

New York, 2004 - 2008

- Assisted stage management in rehearsals for All Shook Up, Blues Clues & Dora The Explorer, Live!
- Coordinated opening night tickets, house seats, and parties for numerous Broadway productions
- Assisted management with filing, travel, correspondence, scheduling, ticketing, & contracts

### Executive Assistant, Disney Channel Original Programming

New York, 2000 - 2001

- Maintained episode, contract, and development files for high profile original programming shows
- Kept schedules and arranged travel for creative and production executives

## Choral Management

### Chorus Manager, New York Pops at Carnegie Hall

Essential Voices USA

2012 - 2016

### Teaching Artist, Macy's Thanksgiving Day Parade

Camp Broadway

2004 - 2008

### Teaching Artist, Walt Disney World

Showchoir Camps of America

1998 - 2002

## Stage Management

### ALL SHOOK UP

Production Assistant

Palace Theater/Chris Ashley

### BRIAN STOKES MITCHELL at CARNEGIE HALL

ASM

Carnegie Hall/Richard Jay-Alexander

### THE LION, THE WITCH, & THE WARDROBE

PSM

National Tour

### ARRIVALS/DEPARTURES (with George Wendt)

Producer / PSM

Cherry Lane Theatre, NYC

## Performance

### MACY'S FIREWORKS SPECTACULAR 2014

Essential Voices USA

New York, NY

### NY POPS Carnegie Hall Concerts

Essential Voices USA

New York, NY

### DRAGONS (with Sheldon Harnick)

Mrs. Weber

Luna Stage, NJ

### THE HAPPY ELF by Harry Connick Jr.

The Happy Elf

iTheatrics, NYC

### YOU'RE A GOOD MAN, CHARLIE BROWN

Sally Brown

DeBaun, NJ

### URINETOWN: THE MUSICAL!

Mrs. Millennium

DeBaun, NJ

## Education

### Hunter College

New York, NY

Photography, 2014

### The American Musical and Dramatic Academy

New York, NY

Musical Theatre, 2003

### Fordham University

New York, NY

Theatrical Production, 1999

## Computer Skills

Microsoft Office, Google Docs, FinalCut Pro X, Social Media, Adobe Creative Suite, Apple Small Device Certified, iWork Certified, Aperture Certified, FileMaker Pro 13/14 Certified Developer.

## Other Experience

Award-winning documentary editor, New York City tour guide, turkey leg hawker at Walt Disney World... really. Babysitting (children, pets, and adults). Counting (cash, sheep, and lucky stars).