

# ALEXIS COOLEY

## PROJECT MANAGER

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### PROFESSIONAL SUMMARY

Theatrical Production Manager turned Project Manager specializing in multi-level creative projects. Experienced in leading international teams through large-scale arts productions, festivals, and events. Highly skilled in leading and motivating mindfully to successfully complete projects.

### CORE COMPETENCIES

Project Management	Project Planning & Scheduling	Risk Analysis & Management	Stakeholder Management
Collaboration & Coordination	Budget Management	Team Building & Motivation	Work Management Software

### SKILLS

***Overview of skills obtained throughout a 20+ year career in theatrical, festival, and event production.***

#### Project Management Certification – In Progress

- **Key Skills:** Initiation, Organizational Structure and Culture, Stakeholder Relations, Risk Analysis and Management, Scheduling, Tracking, Team Building and Management, Budget Management, Tracking and Reporting
- **Capstone Project: Applying Project Management in the Real World**
  - Methodologies and Approaches
  - Initiation through Implementation and Closing
  - Creating Team & Organizational Culture

#### Project Planning and Scheduling

***Created, scheduled, produced, and promoted numerous, multi-level productions and events***

- Produced all aspects of a year-round performance production schedule as well as an annual 12-day performance art festival – including staffing and training, budget creation and management, and press relations
- Developed, implemented, and oversaw all production needs for over 200 events and theatrical productions for university Performing Arts department – including departmental budget and course schedule oversight for MFA Theatre program

#### Risk Analysis & Management

***Developed and monitored risk management plans for international, corporate, and university level projects***

- Applied a broad knowledge of risk assessment methodologies and current laws and regulations to facilitate the Risk Assessment process
- Developed and managed risk strategies for organizational and departmental projects

#### Stakeholder Management

***Worked cross-functionally with diverse stakeholder audiences and constructed information and communication systems to promote collaboration***

- Facilitated communication, coordination, and collaboration between large (25 -25,000 member) stakeholder communities including: artists, community members, board members, corporate sponsors and clients, governmental sponsors, media and marketing representatives, vendors, performers, venue managers and team members, and related creative individuals for production and event deliverables
- Researched and utilized multiple Work Management Software options and tailored use to individual project needs

#### Budget Management

***Planned and managed departmental and organizational budgets and oversaw the financial vitality of each project***

- Managed grant writing and fundraising campaigns and cultivated valuable donor relationships
- Participated in departmental budgeting and expenditure planning and responsible for budgetary oversight and reporting

### PROFESSIONAL & VOLUNTEER EXPERIENCE

<b>Creative Theatre and Event Producer</b> – Wild Imaginarium - Boulder, CO / Nashville, TN	2013 - Present
<b>Production Manager</b> – Naropa University – Boulder, CO	2017 - 2020
<b>Event Manager</b> – Shine Restaurant & Gathering Place – Boulder, CO	2015 - 2017
<b>Executive Producer</b> – Boulder International Fringe Festival – Boulder, CO	2014 - 2017

### EDUCATION & CERTIFICATIONS

**BFA in Theatre & Communications**, University of New Orleans – New Orleans, LA

**Google Project Management (In Progress)** - Coursera

**Become a Project Manager** – Learning Path Certification – LinkedIn Learning

**Become a Project Coordinator** - Learning Path Certification – LinkedIn Learning