

Karina Fernández Alós
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Profile: **With extensive experience in a wide range of disciplines in both for-profit and nonprofit organizations, a passion for hard work and fluency in Spanish and English, I offer the following experience:**

September 2019- Present Progress Language School Brzeg, Poland

Native English Teacher :

- Planning, preparing and delivering lessons
- Preparing teaching materials
- Helping pupils improve their listening, speaking, reading and writing skills via individual and group sessions
- Checking and assessing pupils' work
- Organising and running specialist courses, i.e. Business English and Private adult lessons

November 2016 - June 2018 First Congregational Church of Los Angeles Los Angeles, CA

Programs/ Community Outreach Coordinator:

- Assists in strategic planning and program development
- Manage and build relationships with community representatives and program partners to build a strong network of mission-aligned individuals and organizations
- Work closely with assigned personnel and other service providers in a collaborative environment.
- Provide support and coordination for event operations in compliance with expectations of the event, clients, production, and in-house management
- Maintain budget and track expenditures/transactions
- May supervise and train volunteers, and/or interns, as appropriate.
- Provide leadership, oversight, direction and coordination for communications and marketing activities
- Overall management, promotion, and operation of events and activations
- Understand complexity of events and the hours that go into planning and activating to succeed

May 2015- June 2018 Grand Performances Los Angeles, CA

House Manager/Volunteer Coordinator/Facilities (summer evenings part-time seasonal):

- Currently a Summer seasonal position: Facilities team
- Primary point of contact for Production and Administrative staff before, during, and after a performance
- Manage setup of the event space prior to public opening: work with production team to set up reserved seating section, stock information booth, manage onsite relationships with vendors and partners
- Work with development department to manage the reserved seating section for GP members, artists, and press after the show begins
- Coordinate artist merchandising sales and keep reliable accounting of sales when necessary
- Recruit, Coordinate, Train, Manage & Deploy Volunteer Force
- Manage FOH volunteer team by stationing them across plaza to act as ushers and on-site ambassadors providing information about Grand Performances events to Oversee Red Bucket solicitation, artist signing, survey distribution, and other promotional events when necessary
- Resolve patron complaints/issues during productions
- Compile nightly event reports, including house counts, incident reports, etc. and report to staff at weekly production meetings

January 2013-May 2015 Annenberg Foundation Los Angeles, CA

Assistant Retail Manager (Annenberg Space for Photography):

- Programs coordinator, events producer and invited artist liaison
- Responsible for creating a memorable guest experience at the Annenberg Space for Photography by being the first direct point of contact with all visitors, including but not limited to: Walk-up guests, tour groups, VIPs, and Directors, ensuring a best-in-class guest experience at the facility.
- Responsible for creating meeting notes, project reviews, profit analysis
- Responsible for creating staff schedules, managing gallery's day to day operations
- Product development, ordering merchandise, invoicing vendors
- Maintaining office organization
- Supervising floor staff and training new management

January 2013- June 2018 The Art of Elysium Los Angeles, CA

English Teacher Volunteer:

-Provide interactive theatre programming in English for kids who are battling serious medical conditions.

April 2010- January 2013 Discovery Channel Museum New York, NY

Groups and Workshop Coordinator (April 2010-January 2013) / Exhibit Host "The Dead Sea Scrolls" (Oct 2011-May 2012):

- Provide student workshops including art projects in relation to the specific exhibit.
- Required to memorize 10-minute monologue and perform it every 10 min. for groups of 50
- Responsible for the appearance and upkeep of items on exhibit
- Responsible for welcoming and guiding student groups through the museum

April 2010- October 2012 Zamaan Bar/JUJAMCYN Theatres New York, NY

Manager/Head Bartender:

- Responsible for sales and payroll
- Supervised and trained sales staff
- Manage bar operations and administration including scheduling, reports, inventory and customer service.
- Responsible for opening and closing the restaurant, the proper operation of the bar, receipts, and inventory accountability.
- Check with guests to ensure that they are enjoying their meals and take action to correct any problems.
- Observe diners to respond to any additional requests and to determine when meals have been completed

January 2008-April 2010 Delorenzo Gallery New York, NY

Gallery Assistant Director:

- Set up, organized and maintained various records and files
- Proofread, translated and edited material as appropriate
- Extensive Internet and library research. Maintained auction records up to date.
- Performed all general office support duties
- Provided information to visitors
- Sales assistant to gallery director

September 2004– May 2008 Tasti-D-lite/ Juta Investments New York, NY

Store Manager/Office Assistant:

- Responsible for sales, serving customers and payroll
- Supervised and trained sales staff in two store locations
- In charge of ordering supplies and maintenance of equipment
- Performed all general office support duties
- Updated financial accounts utilizing Excel spreadsheets

Education:

2004-2007 Fordham University New York City, NY

-Art History (Major) and Political Science (Minor) Degree

Interests/Skills: 160hr TEFL certification, Disney Institute graduate, Museum Store Association scholarship winner, CPR Certification, Teaching Artist, Traveling, Art Museums, Educational Outreach, Environment Protection, Theater, Human and Animal Rights, Languages, Internet capabilities, Mindbody software, Microsoft Word, Excel, Powerpoint.

Languages: Fluent in English, Spanish. Working knowledge of: Italian, French, and Portuguese

Additional work experience:

October 2011- November 2011 La Strada Theater Company New York, NY

Stage Manager:

- Coordinate with the director and help him during the rehearsal process.
- Responsible for performers' actions, lighting, sound cues and properties.
- Schedule presence of stage management at each rehearsal, including technical rehearsal.
- Managing production personnel meetings, and their performances.
- Responsible for calling places of performers during shows, calling cues for sound, light and scenic changes.
- Preparing a list of props required according to the script and demand of the director.
- Manage various prop rooms and also monitor and schedule staff.

March 2010- October 2011 Pregones Theater Company New York, NY

Stage Manager/Assistant Director:

- Coordinate with the director and help him during the rehearsal process.
- Responsible for performers' actions, lighting, sound cues and properties.
- Schedule presence of stage management at each rehearsal, including technical rehearsal.
- Managing production personnel meetings, and their performances.
- Responsible for calling places of performers during shows, calling cues for sound, light and scenic changes.
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