

KERRY A. O'NEILL

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Skills

- Can type 80+ wpm
- Familiar with all social media platforms
- Proficient in Google Docs, Microsoft Office Suite, and Cloud based storage

Experience

Upright Citizens Brigade Theatre

2014- Present

House Manager / Building Manager / Venue Manager of Sunset Theatre

- Managing a small staff of stage managers as well as 80+ work study students.
- Ensuring the safety of students, performers, employees, customers during operating times.
- Organizational/bookkeeping duties for UCB Franklin and UCB Sunset.
- Working closely with talent and tech coordinators to ensure programming goes as planned.

Masa of Echo Park

2012-2015

Server

- Providing excellent customer service on a daily basis
- Practicing professional telephone demeanor
- Cash Handling
- Success multitasking while remaining courteous and professional in a fast-paced setting

Spirit Music Group

2009-2011

A&R Assistant

- Answering and fielding phone calls
- Greeting and entertaining clients
- Scheduling appointments and managing calendars
- Organizing and filing demos and catalogs
- Making travel arrangements
- Producing and submitting monthly expense account spreadsheets
- Planning and coordinating sponsorships for bi-monthly events
- Researching producers and songwriters via the ASCAP database

Island Def Jam/Universal Music Group

2007-2009

A&R Assistant

- Answering and fielding phone calls
- Sorting and filing demos
- Managing social media accounts
- Organizing promotional materials
- Coordinating street team marketing campaigns in several cities.

Education

UCLA EXTENSION WRITER'S PROGRAM
SCHOOL OF VISUAL ARTS

2012
2007-2009