

Keren Kurti Alexander
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Experience	<p>FREELANCE EVENT MANAGEMENT 2008 - 2010</p> <p>Production management for community and sustainable projects, including:</p> <ul style="list-style-type: none"> • Exhibit manager and Ideas Event Coordinator: 2009 International Festival of Arts and Ideas, New Haven, CT • Producer, Green Marketplace: '08 Oracle Openworld, San Francisco, CA • Ideas Event Coordinator: 2008 International Festival of Arts and Ideas <p>HARTMANN STUDIOS, INC. 2005 - 2008</p> <p><i>Event Producer</i>, Atlanta, GA</p> <ul style="list-style-type: none"> • Producing corporate and civic events, conferences, and trade shows. • Coordinating international programs. • Researching and recommending event venues. • Selecting, training, and directing vendors, staff and volunteers. • Developing and maintaining relationships with clients and vendors. • Forecasting, managing, and administering budgets up to \$2M. • Directing environmental design, scenic and exhibit construction, lighting, audio, and video production. • Creating client communication pieces. • Directing design of web sites, print materials and signage. • Coordinating catering, transportation, travel and accommodations. • Managing resource recovery and sustainability efforts. <p>TOTAL EVENT PRODUCTIONS, INC. 1999 - 2005</p> <p><i>Event Producer</i>, Atlanta, GA</p> <ul style="list-style-type: none"> • Turnkey production of meetings and events of up to 2000 attendees. • Executing trade show program for leading consumer paper product co. • Technical direction, stage management, and floor direction of awards shows and corporate theater. <p>FREELANCE PRODUCTION ASSOCIATE 1995 - 1999</p> <p><i>Stage manager, Production Coordinator, Audio Engineer</i></p> <p>Production highlights include:</p> <ul style="list-style-type: none"> • Stage Manager, Centennial Olympic Park Concert Series • Touring Engineer and Production Manager • Multi-media technician, Carnegie Museum of Art <p>CITIPARKS SPECIAL EVENTS & COMMUNITY AFFAIRS 1993 - 1995</p> <p>Pittsburgh, PA</p> <p><i>Community Festival Program Coordinator</i></p> <ul style="list-style-type: none"> • Managing service grants to 60 community based organizations. • Maintaining and developing relationships with community organizers and festival directors. • Overseeing contracts with artists and vendors. <p><i>Sound Crew Chief</i></p> <ul style="list-style-type: none"> • Managed operations and installations of event equipment. • Event support in public relations, volunteer coordination, and other site specific needs.
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Computer Skills	PC and Mac platforms. MS Word, Excel, PowerPoint, Access, FileMaker, Photoshop, InDesign, Acrobat, Outlook, some web design and HTML.
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Education	B.A., Carnegie Mellon University, Pittsburgh, PA	1993
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References available upon request