

19-25 DITMARS BOULEVARD • 3RD FLOOR • ASTORIA, NY 11105
DAVIDJAMESOLSEN@GMAIL.COM • (480) 266-8729

DAVID JAMES OLSEN

ARTS ADMINISTRATION, RETAIL, & PODCAST EXPERIENCE

Educator **Lululemon Athletica, Lincoln Square** **May 2016 – Present**
New York, NY

High-end athletic retail educator guiding guests toward fabrics that fit their best life.

Brand Partnership Manager, Chief Relationship Officer **SoulFeed Podcast** **February 2016 – Present**
New York, NY

Recruiter of mindful affiliates in alignment with the company brand.

Intern, Patron Program **Carnegie Hall** **February 2016 – August 2016**
New York, NY

Provided administrative support to individual giving team with an annual fundraising goal of \$10.1M.

- Tessitura Management: Membership renewal mailings and benefits fulfillment
- Special Events: Assisting with the planning and execution of patron dinners and cultivation events
- Communications: Drafting communications to Board of Trustees, donor confirmation phone calls
- Administration: Processing and editing donor acknowledgment, tracking invoices
- Donor Research: Prepare profiles for current and prospective donors

House Manager **The York Theatre Company** **May 2015 – January 2016**
New York, NY

Trained and managed ushers; supervised audience ingress and egress; prepared daily reports.

Personal Assistant **ABKCO Music & Records** **September 2007 – December 2007**
New York, NY

OTHER ADMINISTRATIVE EXPERIENCE

Field Manager **Human Rights Campaign/Fund for the Public Interest** **July 2015 – August 2015**
New York, NY

Administrative Assistant and Receptionist **Heneghan Construction** **June 2015 – July 2015**
New York, NY

RESTAURANT EXPERIENCE

Staff Trainer **Ruby Tuesday, Times Square** **December 2007 – December 2014**
New York, NY

Lead Server, Private Party Organizer **B. Smith's Fine Dining, Restaurant Row** **June 2007 – December 2007**
New York, NY

Lead Server **Olive Garden, Times Square** **October 2005 – June 2007**
New York, NY

FREELANCE EMPLOYMENT

Professional Actor/Singer: regional theatre; international/national tours; film **January 1994 – Present**

Published Poet and Writer: online and printed poetry journals **August 2012 – Present**

Performance resume and published poetry available at www.davidjamesolsen.net.

EDUCATION

Bachelor of Fine Arts in Musical Theatre **The University of Arizona** **May 2005**
Tucson, AZ