

**HI THERE,
I'M KIANA**

PORTFOLIO DECK

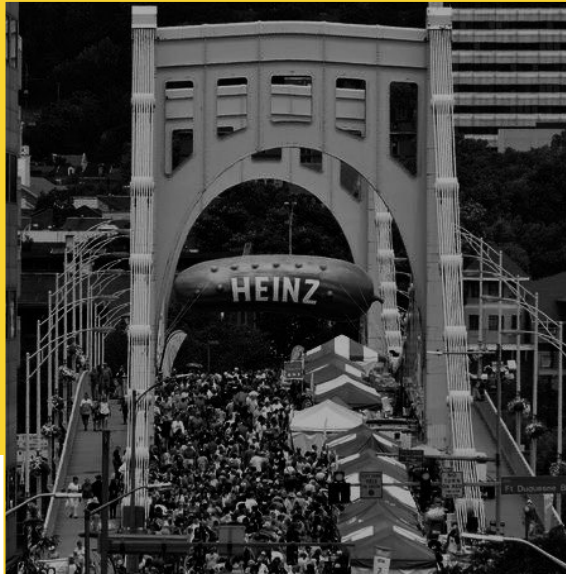
EXPERIENCE OVERVIEW

I have over 9 years of experience working in live events & creative project management. Here's what that looks like at a quick glance.



TALENT MANAGEMENT

Booking talent, reviewing contracts, and working with entertainment professionals.



EVENT PRODUCTION

Coordinating with vendors, creating site plans, and managing site operations.



PROGRAM MANAGEMENT

Relationship building with clients, leading projects, and managing meetings.

Check out the next few slides to see these skills in action



**TALENT MANAGEMENT AND
CONCERT PRODUCTION**

Music Chair

The Entertainment Network

- Responsible for researching and securing talent
- Developed programming strategies resulting in cost savings of over \$30K
- Managed all on-site activity for concert events

BY THE NUMBERS

Booked & managed **8** concerts

Worked with **4** talent agencies

700 – 2000 attendees per concert

Managed **\$300K** annual program budget

SKILLS

Talent contract review & revision

Artist research & recommendation

Rider procurement

Stage & on-site management

Budget management





**EVENT PRODUCTION AND
OPERATIONS MANAGEMENT**

Event Coordinator Flyspace Productions

- Managed all on-site coordination of event participants & vendors
- Created event footprint grounds plans and maps
- Managed permitting and coordination of public safety & security measures

BY THE NUMBERS

6 festivals per event season

~100K attendees per festival

Shortest festival span: **6 hours**

Longest festival span: **10 days**

Managed over **50+** vendors

SKILLS

Vendor relationship management

Safety & security coordination

On-site operations management

Stage management

Documentation & tracking





PROGRAM MANAGEMENT & BRAND CAMPAIGNS

#BEAGOALKEEPER

Global Project Coordinator JACK MORTON WORLDWIDE

- Managed Chevrolet's international mentor program
- Traveled to Manchester, UK in support of Man Utd partnership
- Led initial phases of project development for GoalKeepers 2.0

BY THE NUMBERS

- 11 girls paired with GM Mentors
- Collaborated with 2 Jack Morton offices in Brazil & London
- Worked in partnership with 4 Detroit agencies affiliated with GM
- Coordinated 8 mentor experiences captured for amplification on social platforms

SKILLS

- Project leadership
- Documentation & tracking
- Budget tracking & management
- Vendor management
- On-site production



PROJECT MANAGER

PROBLEM SOLVER

EVENT PRODUCER

& sometimes, everything in-between.

I've flown gigantic pickle blimps over bridges, booked 4 sold-out shows, & have managed festivals spanning from 10 days to just 6 short hours.

In 4 years of working in live events & creative projects, I've gained a set of diverse skills that have helped me pull off some impressive (and pretty crazy) things.

I'd love to learn about how I can bring these skills to your team.



GET IN TOUCH

Have a question, a job opening, or need support on an upcoming project?
Let's connect!



VIA EMAIL
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OVER THE PHONE
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ON LINKEDIN
[\[CLICK HERE\]](#)

THANK YOU!