

# Ian R. Q. Slater

(they/them/theirs) ☉ Albuquerque, NM

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Project Manager, Non-Profit Administrator

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## EXPERIENCE

**Lakeside Shakespeare Theatre, Chicago, IL** February 2024 - Present (Seasonal)

### Festival Manager

Currently oversee company transportation, housing acquisition for cast & crew (incurred a projected savings of \$5k through solicitation of donated housing). Purchase & log rehearsal supplies, manage per diem distribution.

**The Boutique COO, Remote** May 2024 - December 2025

### Project Manager

Support a wide range of executives and small business owners behind the scenes with administrative excellence and an eye for operational efficiency. (Bookkeepers, Worker's Comp Lawyer, Sales Consultant, etc).

### Billing Support Team Lead

Redesigned the internal process for client billing, resulting in an 80% reduction in time expenditure while improving accuracy & reducing errors each cycle. Run the bi-weekly invoice process for 300+ clients, ~\$100k A/R per month. Compile reports for leadership and Account Managers as requested, including detailed invoices/time reports, account statements, records of late payment, etc. Compile SOPs & train new staff.

**CircEsteem, Chicago, IL** April 2018 - October 2023

### Teaching Artist April 2018 - April 2021

Led after-school programs & workshops for youth ages 5-18 in dozens of schools around Chicagoland.

### Program Coordinator April 2021 - September 2022

Collaborated with schools & families on positive behavior management techniques for youth while building lasting relationships & supporting their individual & interpersonal growth.

### Operations Coordinator January 2020 - September 2022

### Operations Manager September 2022 - October 2023

Oversaw fulfillment of afterschool programs, offsite camps, & special events across Chicagoland

- Negotiating/contracting, invoicing, & staffing, to each program's final performance & debrief.
- Managed \$150k annually in program & event contracts.

Served as Head Rigger, establishing best practices & training a rigging team.

Developed & maintained a system of inventory, as well as a safety inspection for all equipment.

Coordinated & led operations of summer performance tour in partnership with the Chicago Parks District.

Coordinated technical needs for all shows: lights, sound, rigging, costumes, & managed the run of show.

Expanded Emergency Preparedness by updating the Preparedness Manual & coordinating staff training.

**First Ascent Climbing & Fitness - Avondale, Chicago, IL** August 2019 - May 2022

### Desk Lead/Manager on Duty

Supervised a team of customer service agents, welcoming guests into the gym & managing memberships.

Completed safety inspections & maintenance of equipment to ensure best practices throughout the facility.

## EDUCATION

**Chicago College of Performing Arts at Roosevelt University (CCPA), Chicago, IL** — BFA, Acting

**Global Association for Quality Management** — Associate, Project Management

### KEY SKILLS:

| <u>Hard Skills</u>  | <u>Soft Skills</u>   |
|---|--|
| <ul style="list-style-type: none"><li>➤ <b>Office Tools</b> (Google Suite, MS Office, Calendly, DocuSign, Pandadoc, Dropbox, Typeform, Zoom, Canva)</li><li>➤ <b>Automation Tools</b> (Coefficient, Zapier, Make)</li><li>➤ <b>Project Management &amp; Time Tracking Tools</b> (Monday.com, Notion, Paymo, Minutedock)</li><li>➤ <b>Basic budgeting &amp; bookkeeping</b> (QBO, Wave, Xero, Freshbooks, Expensify)</li><li>➤ <b>Basic website edits &amp; lead management</b> (Wordpress, Squarespace, Kartra)</li><li>➤ <b>Intake &amp; Inventory management</b> (iClassPro, Mindbody)</li><li>➤ <b>Video Editing</b> (iMovie, DaVinci Resolve, Capcut, Descript), live broadcasting (ReStream)</li><li>➤ <b>Audio Editing &amp; Mastering</b> (Audacity, Garageband/Logic, Reaper, Adobe Audition)</li><li>➤ <b>Case Management Software</b> (Neos/Needles)</li><li>➤ <b>Theatre tech experience:</b> hand &amp; machine sewing, wardrobe, set &amp; prop construction, lighting &amp; sound, etc.</li></ul> | <ul style="list-style-type: none"><li>➤ Confident speaking with large &amp; small groups</li><li>➤ Highly motivated, fast &amp; accurate learner</li><li>➤ Ability to focus &amp; remain efficient under pressure, confidence in overcoming obstacles</li><li>➤ Great sense of time management &amp; promptness</li><li>➤ Customer Service &amp; Employee Management</li><li>➤ Teamwork &amp; development: managing team-meetings, collating minutes, setting agendas</li><li>➤ Creating a vision</li><li>➤ Project presentations – selling a project</li><li>➤ Creative problem solving abilities</li><li>➤ Ability to work cooperatively &amp; independently</li><li>➤ Adaptable &amp; flexible personality</li><li>➤ Openness to feedback</li><li>➤ Resilience &amp; Discipline</li></ul> |