

# DAVID JAMES OLSEN

## ARTS ADMINISTRATION, RETAIL, & PODCAST EXPERIENCE

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

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

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

Recruiter of mindful affiliates in alignment with the company brand.

*Intern, Patron Program* February 2016 – August 2016  
**Carnegie Hall** 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* May 2015 – January 2016  
**The York Theatre Company** New York, NY

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

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

## OTHER ADMINISTRATIVE EXPERIENCE

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

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

## RESTAURANT EXPERIENCE

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

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

*Lead Server* October 2005 – June 2007  
**Olive Garden, Times Square** 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](http://www.davidjamesolsen.net).

## EDUCATION

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