

GLORIA GULDAGER

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Portfolio: <https://gloguldager.github.io>

SUMMARY

Experienced Manager with skills in Administration, Financial and Data Management, Tech Training and Support, Human Resources and executive team leadership with proven ability to perform multi-function management and provide successful delivery of year-end operations budget within organizational guidelines. Responsible for management and support of all tech platforms, budgeting and forecasting, expense reporting, risk management, status reporting, and execution. Collaborated with group leaders to schedule, communicate and manage events. Excellent communication and effectively led teams to achieve common goals. Highly adaptable to new technologies and enjoys implementing new systems to solve problems. Enjoys working with data. Trusted mentor. Skilled in conflict management.

TECHNICAL SKILLS

Skills: Technical Training and Support, Data Analysis and Reporting, Contract Negotiation, Budgeting, Accounting, Communications, Insurance, Human Resources, Policy/Procedure

Languages: HTML, CSS/Bootstrap, JavaScript, Node.js/Express, MySQL, MongoDB, React

Applications: Quickbooks, G-Suite/Google Docs, Dropbox, Trello, MSOffice (Excel, Word, Access, PowerPoint), Salesforce, ACS, PowerChurch, Breeze, PASS, GitHub, Heroku

EXPERIENCE

Business Manager/Administrator Unitarian Society of Germantown

2010 - 2019

Philadelphia, PA

Manage administrative and financial matters for non-profit liberal organization with over 300 members and 20-30 active committees and groups. Provide direction and support to other staff, lay leaders, volunteers, renters and contractors. Bookkeeping and budgeting, personnel, communications, IT and data support and management, facilities usage and maintenance, equipment, membership, insurance, and policies and procedures. Strong emphasis on social justice and increasing diversity and inclusion in all aspects of our lives.

- Reduced deficit by more than \$25,000 over three years and presented a no deficit budget for Fiscal Year 2019-20.
- Saved organization over \$6000 annually (since 2017) by eliminating external bookkeeping contract, bringing duties in-house and personally performing the booking and accounting duties. Transferred financials to Quickbooks Online.
- Saved \$4000 on liability insurance policy by negotiating with new insurance Broker.
- Successfully implemented database transfer to Breeze and setup new auction data management program Auctria.
- Provided support and organization to several social justice campaigns and initiatives each year in the areas of racial justice, economic justice, mass incarceration, reproductive justice, climate change, and marriage equality.

Executive Director Theatre Alliance of Greater Philadelphia

1998-2000

Philadelphia, PA

Managed administrative, financial, personnel and operations functions in support of 40+ member theatres.

- Successfully produced annual Barrymore Awards and Annual Auditions and created StageTix program.

General Manager Walnut Street Theatre

1996-1998

Philadelphia, PA

Successfully performed contract negotiations for all creative talent. Hired and managed all admin and building staff. Performed negotiations with all six union contracts within budgetary guidelines.

- Managed annual budget of \$6-7 million for nonprofit professional theatre producing 10 shows annually.

EDUCATION

Full Stack Bootcamp Certificate: University of Pennsylvania, Philadelphia, PA

July 2019

A 24-week intensive program focused on gaining technical programming skills in HTML5, CSS3, Javascript, JQuery, Bootstrap, Firebase, Node Js, MySQL, MongoDB, Express, Handelbars.js & ReactJS.

Bachelor of Science in Arts Administration: University of Colorado, Denver, Colorado

REFERENCES

Available upon request.