

# NARLYIA J. STERLING

VAN NUYS, CA 91405  
NJSTERLING@HOTMAIL.COM  
240-491-8791

## EDUCATION

Howard University, Washington, DC- BFA Theatre Arts Acting Concentration, 2012  
DCTV Public Access Corporation- DCTV Certified Producer, Field Technician and Studio Technician, 2012  
American Film Market, International Film Trust- Intern, The Creative Mind Group- Intern, 2013  
Festival de Cannes 2011, The Creative Mind Group - Networking Intern, 2011

## ADMINISTRATIVE & MARKETING EXPERIENCE

International Film Trust, Santa Monica, CA	November 2013
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### *American Film Market Sales Intern*

- Managed reception area, assisting with scheduling buyers meetings and showing trailers to buyers for sales and distribution
- Managed daily errands and deliveries

Perfect Staffing, LLC, Laurel, MD	March 2013- October 2013
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### *Healthcare Recruiter / Placement Specialist*

- Locate Healthcare enterprises and professionals to build relationship for future placement
- Facilitate the hiring process, which includes interviewing and screening candidates
- Consult with clients to provide perfect staffing solutions
- Develop relationships with Hospital systems and Private Practices for Clinical Placements for the Georgetown University Master's in Nursing program
- Create effective strategy for long term, supplemental and substitute placement relationships
- Match Preceptors with students in the clinical setting at site and coordinate site visits
- Coordinate with Georgetown University legal team on execution of contracts for Clinical Partnership Agreements

Abengowe Consultants, Washington, DC	April 2012- March 2013
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### *Ambassador*

- Engaged the community with knowledgeable information regarding local events
- Performed general sales and direct patrons to event spaces
- Aided Client with scheduled events and assist maintaining the flow of traffic and parking validations
- Assisted Client with opening site, set up and break down of events and performances and maintaining sit during events
- Trained event volunteers as necessary
- Served as House Manager and trained event volunteers as necessary

Encore Nationwide Gardena, CA	December 2012- January 2013
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### *Brand Ambassador*

- Managed Brand Marketing unit at Lowe's for Roxul and FedEx Field for NRG
- Pleasantly attracted consumers and collected information, award samples, or rewarded vouchers
- Arranged setup and break down of display, inventory and delivery

Discovery Theatre- A Smithsonian Associate, Washington, DC	December 2012- February 2013
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### *Contracted Performance Scholar*

- Researched historical facts of the landmark events in American History pertaining to the Civil Right Movement of 1968
- Processed found research and script analysis into a physical character
- Demonstrated a live performance of compiled researched for In-House shows and touring local schools to present research to school-aged youth
- Assisted in storing, hauling and delivering set pieces, props and costumes while on local tour

Mercedes Realty, Capitol Heights, MD	October 2001- September 2012 (Seasonal)
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### *Executive Assistant*

- Researched real estate in the DC Metropolitan area for client criteria regarding rentals, estates, foreclosures and general

- purchasing
- Conducted property showing with Broker and prepared contractual agreements
- Handled telephone systems; coordinated Broker appointments and showing
- Updated all listings and completed daily assignments operating Windows, Microsoft Word, Internet Explorer, MRIS and Zipform
- Responsible for office organization including storage of records, faxing contracts and documents, copies and scanning.

<b>Beads Byaree, Washington, DC (Volunteer)</b>	January 2011- May 2012
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***Stage Manager / Marketing Coordinator***

- Assisted local designer with fashion shows, events and appearances
- Assisted with casting talent for events and wrangling talent during rehearsals and event days
- Managed advertising agreements and design layouts for all credits in Event Bills and Marketing material
- Assisted with distribution of product
- Stage Managed and House Managed events

<b>Howard University Office of Parking &amp; Shuttle Svc, Washington, DC</b>	October 2011- May 2012
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***Administrative Aide***

- Assigned daily, monthly and special events permits for campus wide parking
- Data entry of vehicle registration, assigned permits, parking tickets and ticket appeals
- Administered excellent customer service with routine phone and in-person inquiries regarding the campus parking and shuttle system
- Collected and recorded revenue received from citations and permits
- Aided campus security and local tow agency with removal of unauthorized vehicles
- Managed office organization: filing and faxing as required; and fulfilled special projects as assigned

<b>Central Casting, Washington, DC</b>	June-2011- August 2011
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***Casting Intern***

- Served as liaison between client and talent for auditions, callbacks and bookings
- Aided in the scheduling of auditions, one-on-one interviews and talent/client drop off days
- Created and managed individual talent file including registration, headshots, union affiliation and personal information
- Performed other clerical duties: handling telephone system, assortment of daily mail, distributed & collected welcome packages

<b>Ford's Theatre, Washington, DC</b>	February 2009- September 2009
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***Ticket Service Associate***

- Excellent customer service provided for touring information, Exhibit performances and seasonal performances, as well as general awareness
- Created customer profiles and processed all events and productions transactions utilizing ticketing programs: Archtics and Ticket Master

<b>Studio Theatre, Washington, DC</b>	October 2008-January 2009
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***Assistant House Manager***

- Managed effective ticket validation and organized seating arrangements for patrons to ensure precise start time
- Aided House Manager with reducing disturbances during performance and completing accurate daily and or Incident reports
- Supervised & trained volunteers to usher patrons in accordance with DC Fire regulations and ADA accessibility.
- Maintained venue upkeep between performances

**HOSPITALITY EXPERIENCE**

<b>Restaurant Associates, Washington, DC</b>	October 2005-January 20013
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***Banquet Server***

- Maintained high standards of safety and cleanliness in all areas
- Greet all guests and owners warmly with an appropriate greeting
- Maintained proper dining experience, delivering items, fulfilling customer needs, removing courses and replenishing utensils and beverages
- Delivering Alcoholic and Non alcoholic drinks for service
- Adhere to grooming and appearance standards consistently
- Understands and can communicate products and services available

<b>McCormick &amp; Schmick's, Washington, DC</b>	May 2011-October 2011
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**Host**

- Welcomed all guests to Dining enjoyment
- Managed Dining Room reservation and Take- Out
- Provided best seating arrangements
- Opened and closed shift duties regarding Server sections, menu disbursement and Valet assembly

<b>Jasper's Restaurant, Largo, MD</b>	August 2005-August 2007
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**Lead Host**

August 2005-August 2007

- Responsible for greeting and seating all guests
- Assisted in answering telephones for lunch and dinner reservations
- Fulfilled curbside orders, collected unoccupied menus, and completed bathroom checks

<b>Six Flags America, Largo , MD</b>	April 2004- August 2006
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**Assistant Manager**

- Planned employees break schedules while maintaining and supervising front end of shop
- Supervised cleaning efforts
- Instrumental in completing inventory and ordering food and supplies