

NARLYIA J. STERLING

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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
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	
Healthcare Recruiter / Placement Specialist	March 2013- October 2013
• 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
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
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
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)
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.

Beads Byaree , Washington, DC (Volunteer)	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

Howard University Office of Parking & Shuttle Svc , Washington, DC	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

Central Casting , Washington, DC	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

Ford's Theatre , Washington, DC	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

Studio Theatre , Washington, DC	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

Restaurant Associates , Washington, DC	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

McCormick & Schmick's, Washington, DC	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

Jasper's Restaurant, Largo, MD	August 2005-August 2007
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Lead Host

- 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

Six Flags America, Largo , MD	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