

# ANELISA DURHAM

✉ anelisa.durham@gmail.com ☎ 347-853-6095

## VIRTUAL ASSISTANT

### CHARLOTTE KAHN-PSYCHOTHERAPIST

#### 2020-Current

- In person & Virtual Assistant to nonagerian. Perform clerical duties, take dictation, manage emails, bills,taxes, tasks related to trust,

### MERIDEN GELB-ECOMMERCE

#### 2020-Current

- Assist with Shopify, Mailchimp & IG Accounts

### BRANDI HOOKER-EVANS- SISC

#### 2020-Current

- Assist with Kajabi, Zoom Webinars,Wordpress, Content Creation, CV editing, Podcast editing & Posting

## PRIOR WORK EXPERIENCE

### NVIDIA

#### Virtual Producer (3 month Contract)

- Guided 24 presenters in preparing for their virtual session for GTC 2023, managed & produced session recordings, assisted as tech support throughout the conference.

### STUDIO COODINATOR & MARKETING ASSISTANT

#### Bar Method UWS 2018-2020

- Front desk check-in, customer Service/Membership management in MindBody, inventory & retail shop sales, studio maintenance.

### EXECUTIVE ASSISTANT

#### Leadwell 2019-2020

- Calendar management for the CEO, slide Deck Creation, graphic design for workbooks & marketing material, photoshoot production & assistance.

## EVENTS & PRODUCTION

### ARC'TERYX

#### Stage Hand

- Back of house for "The Love of Winter" flight simulation

### INVESTMENT BANKING EVENT

#### Mic Runner

- Mic runner for private end of the year meeting for global investment banking firm

### LEGO-FORTNITE

#### Production Assistant

- Assisted with furnishing meeting rooms, stocking fridges, decorating and load out

### GOOGLE

#### Event Producer

- Load in, Building Booth, Shopping, Decorating

### CW UPFRONTS

#### Talent Runner (hired multiple years in a row)

- Escort celebrity talent

### LINCOLN SUMMER HOUSE

#### G&R Connex | 2017-2021 (Annual/Seasonal)

- Concierge for the yearly pop up in South Street Seaport. Provided dining, entertainment, travel, & tour information. Maintained the space, and encouraged test drives while striving to give guests a luxury experience during their visit.

### CENTARI

#### Legal Week

- Represented New Generative AI Tech Company Centari for Legal Week. Identified and successfully captured leads.

## TEAM LEAD & MANAGMENT

### AMERICAN GREETINGS

#### Create-a-card- Team Lead (2 years/Seasonal)

- Managed a rotating cast of Elves & Carolers for Grand Central Holiday Market.

### HOYOVERSE

#### Times Square Event-Team Lead

- Managed a team of 5 BA's for 2 day event .

### COVER GIRL

#### IDEAL GLASS Studio NYC-Team Lead

- Managed a team of 6 BA's for a the launch of an anti-aging foundation.

## SKILLS

- Customer Service Minded
- Tech Savvy: Shopify, Kajabi, Zoom, Adobe, Canva, Google Docs, StreamYard.