

SKILLS:

- Securing individual and corporate participation;
- Communications and social media;
- Recruiting, training and motivating volunteer teams;
- Developing and implementing production timelines;
- Managing cost-control and budgets;
- Developing new programs and fundraising events;
- Building relationships.

EXPERIENCE:

RJ DiCamillo Special Event Production, West Hollywood, CA

Owner

Independent consultant for non-profit special events; marketing, fundraising, and sponsorship.

- Created and organized art show and sale for the Exceptional Children's Foundation (www.ecf.net);
- Created and implemented plan for the first annual awards dinner for Performing Arts Studio West;
- Managed recruitment, fundraising, sponsorship and logistics for the Crohn's and Colitis Foundation of America's Take Steps walks in Los Angeles and Orange County, CA;
- Developed and executed advertising plan for the Task Force Winter Party in Miami Beach, FL;
- Coordinated sponsorship and logistics for the Queer Lounge (queerlounge.org) at the Sundance Film Festival in Park City, UT.

Project Angel Food, Los Angeles, CA

Director of Special Events and Corporate Relations

- Developed and managed program budgets in excess of \$2 million;
- Created and managed a full calendar of events, including major black-tie galas, board retreats, grass-roots volunteer appreciation events, sporting events and fundraisers;
- Secured corporate sponsorships, and developed new opportunities for corporate participation in events;
- Created new relationships with media partners (radio stations, magazines, online partners) to increase visibility for Project Angel Food events;
- Redesigned existing events to cut budgets while increasing revenue;
- Researched trends in non-profit event fundraising and spearheaded initiatives to update existing events and create new fundraising opportunities;
- Coordinated celebrity participation in events;

- Worked with creative team, both on-staff and volunteers, to create marketing materials for all events;
- Managed event websites;
- Managed grant-writing initiatives;
- Managed staff and volunteers to ensure successful completion of all fundraising initiatives.

TINKcommunications, Beverly Hills, CA

Partner

- Managed marketing and PR to solicit new business for event production company;
- Handled contract negotiations;
- Coordinated all logistics and event-related components;
- Managed budgets;
- Oversaw all creative, from initial concept through design and production.

Partial client list included:

Isabella Rossellini

- Created and implemented exclusive kick-off event for client's MANIFESTO cosmetic line (event featured in *InStyle* Magazine).

Concours on Rodeo

- Produced the west coast's premiere classic car show, handling all aspects of event from planning the theme to marketing and public relations;
- Created and implemented all subsidiary events, including events at private estates and in Rodeo Drive stores (Harry Winston, Lladro, Brioni, Frette, Tiffany & Co., Louis Vuitton, etc.).

The City of Beverly Hills

- Managed and produced "The Beverly Hills Parade of Lights."

Global Vision for Peace

- Worked with non-profit organization to promote world peace at the 2003 Oscar Ceremony. Participating celebrities included Adrian Brody, Susan Sarandon, Queen Latifah, Drew Barrymore, and Meryl Streep.

Pallotta TeamWorks, Los Angeles, CA

National Ceremonies Producer/National Logistics Director

- Selected sites for twenty-eight opening and closing ceremonies for non-profit outdoor sporting events, including Tanqueray's American AIDS Rides, the GTE Big Ride Across America and AVON's 3-Day Walks for Breast Cancer;
- Secured permits and local government support of all events;
- Managed budgets in excess of \$1 million;
- Recruited and trained volunteer teams;

- Solicited cash and in-kind sponsorships;
- Coordinated all media for events;
- Supervised design and production of all promotional materials and advertisements;
- Developed and implemented timelines for ceremonies;
- Hired support staff;
- Managed celebrity participation.

Rosenberg & Risinger: The Meeting Professionals, Culver City, CA

Meeting Planner

- Handled coordination of meetings, trade shows, and special events for clients;
- Developed timelines and procedures for all client events;
- Coordinated travel for clients;
- Supervised design and production of meeting-related materials.

REFERENCES:

Available on request.