

# Denis M. Griesmer

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## PROFILE

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- ♦ Extensive project management experience in both corporate for-profit and arts not-for-profit environments
- ♦ Ability to direct complex projects and productions from concept to completion.
- ♦ Goal-oriented individual with strong leadership capabilities.
- ♦ Organized, highly motivated, and detail-directed problem solver.
- ♦ Proven ability to work in unison with staff, volunteers, and board of directors.

## RELEVANT EXPERIENCE AND ACCOMPLISHMENTS

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### Marketing and Fund-Raising

- ♦ Conducted search for new graphics designer/marketing consultant, re-organized use of marketing resources
- ♦ Negotiated media sponsorships for not-for-profit institution
- ♦ Developed national marketing campaign for set of management training tools on international quality standards
- ♦ Coordinated and organized year-round direct mail annual fund campaign for four years
- ♦ Extended capability of an existing database resources to provide better profiles of patrons and donors

### Financial Management

- ♦ Managed redesign of, and executed all financial and budgeting processes for \$1 million budget not-for-profit
- ♦ Developed financial management tool for use by corporate Assistant Project Managers throughout Midwest

### Project Management

- ♦ Managed 18 month, \$250,000 budget, original live theatre production involving collaborators from across the country
- ♦ Coordinated development of three-year strategic plan for growing \$1 million budget arts organization

## EMPLOYMENT

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<b>Business Manager, 2004 – current</b>	Cleveland, OH	2001 – current
<b>Administrative &amp; Marketing Director, 2003 – 2004</b>		
<b>Associate Producer/Development Coordinator, 2001-2002</b> <i>Cleveland Public Theatre</i>		
Held a series of senior staff positions based on changing needs of organization with ongoing involvement in strategic planning and management decisions. Emphasis on increasing financial discipline, human resource management, use of technology and outsourcing of tasks.		
<b>Delivery Support Specialist (aka Assistant Project Manager)</b> <i>IBM Global Services, a division of the IBM Corporation</i>	Cleveland, OH	1998 – 2001
Provide logistical and financial tracking and planning assistance to Project Managers and Consultants on Software Implementation and Business Consulting engagements. Projects ranging from \$250,000 to \$10,000,000. Clients included: Cole Vision, Kmart and Graybar Industries.		
<b>Freelance Film Production Work</b>	Cleveland, OH & Los Angeles, CA	1996 -1998
A range of positions including both Production Coordinator and Key Set Production Assistant for small budget (\$4 to \$10 million) feature films and local and national commercials.		
<b>Technical Writer/Training Video Producer</b> , <i>Excel Training, Inc.</i>	Cleveland, OH	1993 - 1995
<b>Stage Manager, Assistant Stage Manager</b> , AEA, Cleveland Play House	Cleveland, OH	1993 - 1995
<b>Associate Producer, Tour Manager, Stage Manager</b> , <i>Pickle Family Circus</i>	San Francisco, CA	1991 - 1992
<b>Document Conversion Supervisor</b> , <i>United Airlines for Abacus Services</i> ,	San Francisco, CA	1991
<b>Assistant Manager, Desktop Design Center</b> , <i>Copymat</i> , Shattuck Square Store,	Berkeley, CA	1989 – 1990
<b>Project Coordinator</b> , <i>Darryl L. Sink &amp; Associates, Inc.</i> , an instructional design firm	San José, CA	1987 – 1990

## EDUCATION AND OTHER TRAINING

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Northwestern University, B. S. Theatre, School of Speech, strong classical languages.	Evanston, IL	1986
<i>Financing the Future</i> by National Art Strategies, Inc.		May 2005
<i>Principles of Successful Fund Raising</i> by Resource Development Network		January 2002
<i>Computer Network Environments Series</i> , Cleveland State University		Winter 2000
<i>The Course Developer Workshop &amp; Instructional Developer Workshop</i> , Darryl Sink & Assoc.		1998