

SEAN BURKE

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SUMMARY

Dynamic and detail-oriented production and project manager in the live events space with a strong background in planning, organizing, and managing elaborate workflows. Skilled in supporting all phases of creative coordination from initial ideation through delivery. Adept at monitoring timelines, tracking resources, and ensuring all elements align with project needs. Known for multitasking efficiently under pressure, optimizing information flow, and proactively addressing challenges to guarantee successful outcomes.

EXPERIENCE

Senior Producer & IT Manager — Jay Siegan Presents

(April 2023 - Present, Remote)

- Directed end-to-end production logistics and managed IT infrastructure upgrades to support seamless event execution and robust technical operations.

Associate Producer — metroConnections

(April 2021 - April 2023, Burnsville, MN)

- Coordinated cross-functional teams and vendors to deliver seamless event production logistics, maintaining high standards of execution under tight deadlines.

Administrative Clerk — Brooklyn Park Police Department

(May 2019 - April 2021, Brooklyn Park, MN)

- Processed records requests and compiled documentation in accordance with department protocols, streamlining information flow and supporting regulatory compliance initiatives.

Sr. Mgmt Assistant — San Francisco Entertainment Commission

(January 2014 - April 2019, San Francisco, CA)

- Streamlined internal workflow processes by integrating digital tools that improved document management efficiency and collaboration across departments.

Inside Sales Representative — Ticketfly

(June 2012 - December 2013, San Francisco, CA)

- Secured appointments with prospective clients by leveraging outbound call campaigns and personalized email outreach, increasing pipeline activity for the sales team.

Project Manager — Embarcadero Partners

(August 2011 - May 2012, San Francisco, CA)

- Coordinated cross-functional initiatives by aligning client objectives with internal capabilities, ensuring seamless project delivery within established timelines and quality standards.

General Manager — Red Devil Lounge

(August 2022 - October 2022, San Francisco, CA)

- Cultivated key partnerships with local organizations and vendors to broaden event reach, increase attendance, and maximize resource availability for high-impact community initiatives.