

# STEVEN ARNOLD

## PERSONAL SUMMARY:

Tireless worker with an entrepreneurial mindset having helped establish and lead multiple organizations and productions to success in a variety of environments. Proven ability to adapt, create and find solutions in any situation - all while genuinely relating to clients, exhibiting enthusiasm and always encouraging and facilitating ethical work.

## PROFESSIONAL EXPERIENCE:

Freelance Production & Event MGMT | Based in Dallas, Tex & Traveling Abroad  
Independently Contracted Producer & Production Manager | 2014 // Present

- > Contracted to conceptualize, produce, and execute installs, fabrications and logistics for private/public events, tours, conferences, trade shows and mobile campaigns all over the world.
- > Managed various elements for multi-scale events and projects in collaboration with: NBA, NCAA, WNBA, Intel, LG, Nestle, Sony Pictures, The MS Society, Allegiant Airlines, American Airlines, Department of Defense, Samsung, Sprint, GE, HBO, 20th Century Fox, among others.
- > Including projects in Prague, Ireland, Poland, Brazil, Germany & Australia



Dovetail Logistics | A TACT Company | Los Angeles, Calif.  
Director of Operations & National Sales Manager | 2012 // 2014

- > Oversaw full operations in Los Angeles, San Francisco, Dallas & Austin while facilitating all client communication, maintenance & retention for each market
- > Procured estimates, invoices, managed hiring, staffing, scheduling, briefings and communication with over 75 crew nationwide
- > Assisted daily with client requests, event logistics and planning via meeting, phone, email & text
- > Provided onsite management and execution when geographically available



TACT Event Management | Los Angeles, Calif.  
Senior Events Manager | Marvimon House & Smogshoppe | 2009 // 2013

- > Managed client relationships & communication
- > Facilitated event design with each client to assist in the optimization of multiple event spaces and ensuring event success
- > Acted as a liaison between clients and ownership to ensure good communication about any issues or needed improvements
- > Managed the spaces during events, assisting clients and vendors with function, flow and encouraging good stewardship
- > Produced dozens of events as one of two in house event producers. Included logistical installation, timeline development, vendor wrangling, etc

## EDUCATION:

Bachelors in Communication | Pepperdine University, Spring 2009  
Emphasis in English/Journalism with focus on Social Action & Justice

## PERSONALITY

- Quick to Solutions
- Talented Communicator
- Conceptually Creative
- Personable Wit & Demeanor
- Opportunity Identifier
- Unique Adaptability

## SKILLS

- Crew/Team/Client MGMT
- Mediation/Conflict MGMT
- Machine/Tech Savvy
- On Camera Savvy
- Fabrication Savvy

## NOTES & PROFICIENCIES

- Can/Will Travel
- Anything Apple
- Google Office

## CONTACT

steven.arnold@me.com  
903.714.3998  
stevenarnoldinc.com