

# Nancy Spooner

## Event Producer, Stage and Deck Manager

San Diego, CA • 858-344-0696 • [Nancy@TempoLiveEvents.com](mailto:Nancy@TempoLiveEvents.com) • [www.TempoLiveEvents.com](http://www.TempoLiveEvents.com)

Well-qualified live event professional experienced in fast-paced and high stress positions that demand a calm personality with excellent organizational, multitasking, delegating and respected managerial skills. Confident and poised in interactions with individuals at all levels. Detail oriented and resourceful.

### Experience Highlights:

#### **PRODUCING/COORDINATING EVENTS**

- Creating and managing event budgets.
- Hiring and training a staff with as many as 150 employees and vendors from across the United States and Canada.
- Responsible for developing entertainment elements at live sporting events and corporate shows. Integrating all live elements to create an optimum athlete and spectator experience while ensuring that an appropriate ambiance is present in the venue.
- Managing day-to-day functions of the Event Production department including scheduling, travel, accommodations, payroll, confidential contracts, distributing research and other pertinent information.
- Facilitating all crew and equipment requirements for the event including audio, power, video, intercom, radios, and lighting.
- Ensuring that all vendors and staff are paid appropriately and in a timely manner.

#### **DIRECTING LIVE EVENTS (Stage Managing)**

- Responsible for directing Announcers, DJs, Audio Mixers, Lighting Operators, Video Directors, Pyrotechnic Operators and Camera Crews at live sporting events in front of 30,000 spectators and millions of live television audiences around the world.
- Integrating with all live elements to create the best possible show all the while interfacing with various departments including: TV Production, Sponsorship Management, Promotions, and Sports and Competition to ensure that competitions and other events run smoothly and professionally.
- Attended media training before representing Nabisco and Tiger toys on tour stops at Children's Hospitals, elementary schools and on local news broadcasts throughout the United States.

### Sample Freelance Employment History:

#### **EVENT PRODUCER and STAGE MANAGER (Show Caller)**

2008-2018	Harman Professional Business and Technology Conference – (Meeting Services, Inc.)
2006-2018	RSA Conference (John Halloran Associates, Inc. and Kenwood Group)
2014-2018	Deluxe Exchange (with Nth Degree)
2017	SEMA Ford press event (with PRG)
2014	Dell Field Readiness Seminar, APJ (with Media Loft)
2014	EMC2 (with Kenwood Group)
2012 and 2014	SAP Sapphire (with undisclosed production company)
2013-2014	HP Discover (with undisclosed production company)
2013	Qualcomm Wireless Ed Tech (with Nth Degree)
2007-2013	Pharmaceutical NSM – (InVision Communications)
2011 and 2013	Mastercard (with Barkley Kalpak Agency)

#### **EVENT PRODUCER/ASSOCIATE PRODUCER**

2011-2013	ComicCon – CBS Interactive (with MKTG)
2011-2013	CAbi (with One Smooth Stone)

#### **DECK MANAGER**

2013-2018	Harman Professional Business and Technology Conference – (Meeting Services, Inc.)
2016	Pizza Hut SBC (with Media Loft)
2011-2018	Melaleuca National Sales Meeting (with August Jackson)
2012	CAbi (with One Smooth Stone)
2012	HP Discover (with undisclosed production company)

#### **VENUE DIRECTOR/ PRODUCER SPORTING EVENTS**

2004-2018	USA Gymnastics - Olympic Trials x 3, US Champs, American Cup (numerous NBC televised events per year)
2004-2017	US Open (Tennis)
1999-2012	ESPN X Games and Winter X Games
2009	World Cup Speed Skating test event for Vancouver Olympic Games
2006-2008	ESPN Bassmaster Elite Series and Bassmaster Classic
2003-2007	Fencing - Asian Games, FIE Fencing World Championships and World Cup
2000-2005	ESPN Great Outdoor Games
2004	Ansari X Prize
2003	ESPN Global X Games Challenge, Latin X Games
2002	2002 Olympic Winter Games (Long Track Speed Skating)

2013-2017 *Instructor – Event Production at USD for Certificate in Event Management Program*

### Education:

San Diego State University 1993  
Bachelor of Science - TV and Film  
Antelope Valley High School 1989  
Valedictorian 4.10 GPA

### Skills:

Microsoft Word, Excel, PowerPoint, Outlook  
Professional Media /Public Speaking Training

References available upon request

### Accomplishments:

Ironman Triathlon Finisher  
5 Time Marathon Finisher  
Certified Fitness Instructor 19yrs