

# Analisa Gutierrez

323.561.6583 | [analisa.gutierrez7@gmail.com](mailto:analisa.gutierrez7@gmail.com)

## PROFILE

---

Creative, driven, and detail-oriented actress with more than several years of experience in various environments ranging from sales, to hospitality, and management. With proven leadership skills and a passion for diversity, I am currently seeking professional development opportunities within a progressive company.

## EDUCATION

---

**New York University, Tisch School of the Arts** | New York, NY

Sep 2013 - May 2017

*Bachelor of Fine Arts in Drama*

**Cumulative GPA: 3.5 | Dean's Scholar**

**Los Angeles County High School for the Arts** | Los Angeles, CA

Sep 2009 - Jun 2013

*High School Diploma with Distinction*

**Cumulative GPA: 4.2**

## WORK EXPERIENCE

---

**The Lyric Hyperion** | Silver Lake, CA

December 2021 - Present

*Assistant General Manager*

- Directed and wrote a Broadway cabaret with a cast of 12 that sold-out the theater and paved the way for a more diverse spectrum of shows at The Lyric Hyperion
- Maintained stock, check-outs, and end of day reports
- Executed technical needs for performances through set-up, sound, and lighting cues
- Prepped and cooked our entire food menu, and served drinks including beer and wine to customers
- Managed employees by cultivating a productive and positive environment in high-stress situations

**RealSelf** | Remote

July 2021 - November 2021

*Account Executive*

- Served as the initial business contact for the doctor client and was responsible for onboarding, engagement, and up-selling
- Met and exceeded sales and engagement plan targets by building relationships with clients based on proper expectations and a mapped path to client success
- Managed a book of business from onboarding to contract initiation: account start up, technical support, conflict resolution, quarterly reviews, account optimization and up sells

**Candid** | Pasadena, CA

August 2018 - July 2021

*Assistant Studio Manager*

- Ensured that the retail operation adhered to all policies and procedures relating to security, health, and safety for employees and customers
- Served as the subject matter expert for my team for all products and services and maintained that expertise through change
- Trained, coached, and motivated employees across the country to deliver outstanding results

**Spacious** | New York, NY

May 2017 - July 2018

*Co-Working Space Host*

- Set up and broke down co-working spaces in high end restaurants to precise standards
- Elevated members' experiences by anticipating their specific hospitality needs
- Remained flexible by supporting multiple locations throughout NYC
- Conducted tours for potential members and upsold to current clients

## SKILLS, AWARDS & ACTIVITIES

---

**Technical Skills:** CA Food Handler Card (issued March 1, 2022), Microsoft Office Suite (Excel, PowerPoint, Word), Salesforce, Looker

**Awards:** 2013 HBO Series Emmy Winner, 2013 U.S. Presidential Scholar in the Arts, Tisch Dean's Scholar

**Interests:** Dogs, traveling, watching movies, Beyoncé, drawing, and spending time with family