

Maria Cruz

623.633.2898 | mariaguadalupecruz.mgc@gmail.com

EDUCATION

Arizona State University, Sandra Day O'Connor College of Law | Tempe, AZ 2023
Master of Legal Studies, Contract Management

Arizona State University, College of Integrative Sciences | Tempe, AZ 2021
Bachelor of Arts Organizational Leadership, Project Management

Glendale Community College | Glendale, AZ 2019
Associate of Arts, Theatre Arts

WORK EXPERIENCE

Executive Assistant, Dean's Office | Pacific Northwest College of Art | Portland, OR 06/2025 – Present

- Provide high-level administrative and operational support to the Dean and Senior Associate Dean, managing executive scheduling, communications, finance, and academic event coordination.
- Oversee departmental budgeting and purchasing, process faculty contracts and payments, and coordinate faculty and staff travel.
- Maintain organizational systems, records, and policy documents to ensure smooth academic operations.
- Collaborate across departments—including Advancement, HR, Facilities, and University Events—to plan and execute institutional programs and community partnerships.
- Draft executive correspondence, manage internal communications, and prepare briefing materials for leadership and donor engagement.
- Support key academic and community events such as Faculty Inservice, Graduate Orientation, and Commencement.

Guest Experiences Teammate (Part Time) | Rip City Management | Portland, OR 11/2025 – Present

- Provide friendly, proactive guest service to create positive and memorable event experiences.
- Assist guests with seating, wayfinding, accessibility needs, and general event inquiries.
- Serve in multiple front-of-house roles including Ticket Taker, Usher, Directional, and Wheelchair Attendant.
- Act as a knowledgeable resource on venue spaces, event procedures, and points of interest.
- Communicate effectively with guests and team members in fast-paced, high-volume environments.

(Concurrent with role at Pacific Northwest College of Art)

Production Manager & Stage Manager | Spotlight Youth Theater, Phoenix, AZ 12/2018 – 06/2025

- Oversee live performances from pre-production to final curtain, ensuring seamless execution.
- Create and maintain production timelines to keep all departments aligned and on schedule.
- Coordinate technical elements, including lighting, sound, set changes, and special effects.
- Manage backstage operations, ensuring smooth transitions and troubleshooting issues in real-time.
- Facilitate communication between directors, performers, and crew members to maintain workflow efficiency.
- Ensure adherence to production schedules while maintaining artistic integrity and logistical precision.
- Supervise stagehands and crew, delegating tasks to maintain an organized backstage environment.

(Concurrent with roles at Scottsdale Center for the Performing Arts)

Programming Administrative Specialist | Scottsdale Center for the Performing Arts 06/2024 – 06/2025

- Creates, edits, reviews and manages the contract administration process and payments for 100-120 events / artists each fiscal year.
- Reviews and edits company-wide contracts for consistency between all 6 departments in the organization. Over 35 contract templates yearly.

- Asana Ambassador and Project Manager for the programming department. Creates complex asana work flows with rules and automation for the programming department that tracks key milestones and tasks across the booking process.
- Assesses external departments Asana projects and provides recommendations and support to create cohesive and structured work flows.
- Provides support in developing training protocol for Asana across the organization.
- Continues to conduct Programming Coordinator tasks as defined below.

Programming Coordinator | Scottsdale Center for the Performing Arts

01/2022 – 05/2024

- Coordinates contractual terms for over 80 presented artists across teams internally.
- Responsible for the management and execution of all financial settlements such as artist bonuses and splits, co-presentations and commissioning agreements.
- Utilizes internal ticketing software (Audience View) to pull essential ticket reports.
- Supports budget processes in ABM.
- Manages the on-sale / ticketing process for 80 presented events yearly by compiling budgetary and contractual information for ticketed events and coordinating on-sale processes with Box Office, IT, and Marketing. Coordinates VIP programs internally and externally.
- Manages office communications and services including liaising with other departments; organizing regular staff and interdepartmental meetings, and coordinating technical support from IT and Operations.
- Completes music royalties and payments.
- Proofreads marketing and development materials such as season guides, postcards, calendars and program books related to Scottsdale Center for the Performing Arts events for accuracy.

HR Assistant / Programming Assistant | Scottsdale Center for the Performing Arts

08/2021 – 01/2022

- Oversees administrative duties to support HR Manager: Schedule interviews, schedule all staff meetings, decorate office for holidays.
- Assist in hiring procedures, employee recognition programs, providing support for over 100 staff members, clerical support, assist in file management and data entry.
- Collect and organize artist collateral/assets for program books and the website.
- Draft artist addendums and review local artist contracts.

Diversity Intern | United Colours or Arizona Theatre

02/2021 – 08/2021

- Assisted in the coordination of United Colours of Arizona Theatre's first summer production collaboration with Scottsdale Center for the Performing Arts.
- Liaison between the two organizations.
- Created show program book.
- Created show production timeline and ensured the show stayed on the project timeline.
- Acted as Stage Manager for the run of show.

Administrative Specialist | Glendale Elementary Online Learning

08/2020 – 02/2021

- Provided administrative assistance to the principal and 3,000 students/parents.
- Tasks included file maintenance (birth certificates, enrollment forms, student historical paperwork/info)
- Guided parents and students in online school, scheduled appointments, meetings, and conferences.
- Independently composed letters, memoranda and bulletins as directed, coordinated meetings and school events.
- Acted as bilingual representative to assist Spanish speaking families.

COMMUNITY WORK

Latinas Running Across Portland | Community Member

July 2025 – Present

Community Celebrating Diversity | Board Member - Programming and Event committee

2024 – 2025

CCD's mission is to enhance the perception and understanding of diversity, provide opportunities for citizens to recognize our similarities and to acknowledge our differences, and seek respect for the values of others and the oneness of humanity.

United Colours of Arizona Theatre | Board Member & Production Coordinator

2021 – Present

The United Colours of Arizona Theatre is gathered with the commitment to strengthen our Fine Arts network through diversity and awareness.

Spotlight Youth Theater | Board Member, Production Manager & Stage Manager

2018 – 2025

Spotlight Youth Theatre's mission is to provide youth and their families a safe, welcoming environment where the individual is supported, teamwork is embraced, and creativity is encouraged through high quality performing arts and educational programs that enrich and strengthen our community.

VOLUNTEER EXPERIENCE

Special Olympics Arizona | Swim, Soccer, Track & Field

2019 – 2025

Better Piggies Rescue

2022 – 2023

SKILLS

Software and Technical Proficiency:

- Advanced Asana workflows and automation.
- Proficient in Audience View, ABM, and Microsoft Office Suite.
- Bilingual: Spanish (Moderate) and English (Fluent).