

# Afton Benson

St. Paul, MN • (763) 957-0591 • aftonbenson@gmail.com

## Experience

### **Managing Director**—CLIMB Theatre Inc—June 2018 to Present (160 hours per month)

Developed and executed the organizations strategic plan and business model in order to obtain the goals of the CEO/Artistic Director and the Board of Directors. Provided financial oversight of CLIMB Theatre to ensure the funds were being properly allocated and utilized to further the mission of the nonprofit, including their Charitable Gambling operations. Acted as the Human Resource manager for the organization enforcing the federal and state labor requirements, crafted health benefit packages, and handled all manager performance evaluations. Managed the grant and fundraising opportunities to increase the quality and quantity of applications submitted through successful distribution of time and resources. Utilized QuickBooks Online to invoice customers, track sales goals, and to process financial reports for quarterly board meetings.

### **Personal Manager**—Afton Benson—May 2014 to Present *Currently Managing: Benjamin Domask, May 2014-Present; Joshua Palmer, December 2015-Present; Curiosita: A Collective, November 2016-Present (12 hours per month)*

Managed various performing artists nationwide, maintained detailed invoices, expense reports, and performance details. Provided straightforward, thorough, and honest feedback regarding performances; acted as a sounding board for new ideas, and recorded client's ideas in an organized fashion to allow for improvement and growth. Researched growing trends to assist in the advancement of the client's performance, obtained Federal Identification Numbers, located and applied for available grants. Scheduled travel, lodging, and necessary Visas' for performances while keeping a close eye on costs, safety, and convenience. Acted in the best interest of the client while scheduling, booking, and negotiating fees.

### **Accountant**—Dealer Express/BLVD—September 2016 to Present (12 hours per month)

Prepared and examined financial records to ensure accurate account balances. Utilized QuickBooks to document all financial transactions and filter into proper accounts to track spending and income. Managed payroll, state and federal taxes, and workers compensation insurance payments meeting all government deadlines. Reconciled financial discrepancies by collecting and analyzing account information. Memorized transactions to improve invoicing accuracy and rate of return.

### **Managing Director**—WLDRNSS//Jon Ferguson—March 2016 to March 2018

Worked with the Artistic and Co-Artistic Directors to craft letters of inquiry, influential narratives, and meticulously reviewed grant criteria to increase the likelihood of funding. Researched new funding opportunities to support Theatre Forever's mission of creating new works. Managed administrative tasks, created and distributed workshop surveys and compiled demographic data. Established SOPs for tracking workshop data, performance data, grants and deadlines to ensure compliance. Planned the annual budget and maintained detailed financial records to develop a clear financial outlook for the upcoming year and to track the organizations financial status.

### **Office Manager/Sales**—Cummings Mobility Conversion & Supply Inc.—January 2011 to June 2017

Conducted full cycle recruitment and passed on final recommendations for potential new hires. Created accurate invoices using QuickBooks with specific attention to proper grammar and taxation, and aided in collecting on past due balances. Updated policies and procedures to adhere to Federal and State standards, developed new policies regarding technology use within the workplace. Meticulously assembled vehicle sales documents, maintaining compliance with State of Minnesota standards for tax, titling, and registration fees. Managed time cards, overtime, and scheduling to ensure effective customer service and sales.

# A f t o n B e n s o n

St. Paul, MN • (763) 957-0591 • aftonbenson@gmail.com

## **Grant Writer/Executive Administrative Assistant**—Circus Harmony—July 2014 to July 2015

Worked with the Artistic/Executive Director to write letters of interest for various private, state, and federal grants, reviewed criteria on grant applications to increase the likelihood of acceptance, structured, edited, and submitted grant applications. Instituted a SOP for grant writing and submitting including, implementing templates for all project descriptions, universal file naming; allowing information to be pulled quickly to ensure timely writing, and submission of grants. Doubled grant submissions by utilizing Google Calendars' to main a detailed calendar system with reminders of due dates and final reports. Lead fundraising efforts including Give STL Day a state wide giving day, drastically increased donations from the previous year by 800%. Tracked donations through our online donor management system, Donor Snap; removed duplicate names to ensure a profitable and accurate campaign list. Utilized business management software, Mind Body, to allow for complete online class registration, in order to increase productivity, reduce supply costs, and better track our client base.

## **Grant Writer**—BlueHair Technology Group—August 2015 to April 2016

Worked remotely with the Executive Director researching grants and reviewing all requirements in order to maximize funding opportunities. Crafted letters of inquiry, constructed persuasive narratives, and sharpened the organizations mission statement to give funders a quick clear vision of what BlueHair Technology stands for. Calculated program budgets and assisted the board of directors with integrating the program budgets into the organization's annual budget, allowing for a clear financial outlook for the upcoming fiscal year. Instituted SOPs for establishing timelines, grant tracking, document naming, and recording ensuring that all deadlines were met and information was easy to obtain for future reference.

## **Manager**—Arby's Restaurant Group—June 2004 to December 2010

Managed staffing needs, conducted full cycle recruitment, hired team members to advance and meet store needs ensuring low turnover. Processed all new hire paperwork, explained benefits, and entered employee data into HRIS. Groomed employees for management positions, instilled Arby's core values, maintained employee training records ensuring that all employees were trained in all eligible areas. Enforced proper SOP to secure costs, waste, speed of service, and quality. Coached a failing unit on proper SOP bringing the unit from the lowest in the district to third in speed of service, customer service scores, and cleanliness. Directed in-store marketing and local marketing through box lunch programs, set up community nights to help raise money for nonprofit organizations.

## **Education**

### **M.S. Management & Organizational Behavior**

Benedictine University, Graduated May 2013

### **B. S. Business Management**

Rasmussen College, Graduated June 2010

## **Awards**

Rasmussen College—*Dean's list* (Spring Quarter 2007, Fall Quarter 2007, Spring Quarter 2008)

Arby's Restaurant Group—*Shift Manager* of the Period 2005, 2006; *Assistant Manager* of the Period 2006, 2010; *Highest nationwide sales increase*—first and second quarters 2006

## **Affiliations**

International Jugglers Association (IJA) *Treasurer* 2014 to Present

St. Paul Art Collective (SPAC) *Board Member* February 2016 to December 2016

BlueHair Technology Group (Atlanta, GA) Volunteer *Grant Writer* August 2015 to April 2016