

# LISA M. SROKA



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## PROFESSIONAL EXPERIENCE:

- **FREELANCE VOCALIST** 2002-Present  
Weddings, funerals, special events, cultivation events, contracted soloist, etc.
- **BELLARMINE JESUIT RETREAT HOUSE** May 2013-Present  
Event Coordinator
  - Coordinate in-house event logistics for weekend, high school, private, and silent retreats, programming based in Ignatian Spirituality.
  - Create and prepare meeting and retreat materials: advisory board reports, participant and captain retreat packets, schedules, maintenance cards, etc.
  - Office administrator: reservation processing, database maintenance, Resource Center up-keep, and retreat web content-management.
- **CHARIS MINISTRIES**  
Assistant Program Coordinator August 2012-May 2013  
Assistant to the Programming Coordinator September 2009-July 2012
  - Coordinate, market and facilitate Chicago events: logistical and personnel preparation; create publicity and event materials; on-site management.
  - Provide support for over 25 locations with our Partner Program retreats reaching more than 1250 young adults, including military personnel.
  - Manage database for individual giving; generate gift acknowledgement letters; designed/created marketing, cultivation, and appeal materials.
- **LOYOLA UNIVERSITY OF CHICAGO** June 2011-May 2013  
Sacramental Life Music Ministry Choral Conductor/Coordinator
  - Foster the growth and sustainability of a group of 30 student musicians through implementation of collaborative-leadership and -ministry.
  - Demonstrate maturing choral conducting and ensemble leadership skills guided by weekly performance reviews.
  - Co-created and presented a Cantor development and training seminar.
- **LYRIC OPERA OF CHICAGO** August 2011-March 2012  
Artistic-Operations and Production-Technical Intern
  - Managed archives and databases with executed company contracts and production books: materials used by the Office of the General Director.
  - Dramaturgical, prop, and performance research for season productions and creation of company rental packets for original productions.
  - Supported efforts Development, PR/Marketing and Women's Board at lavish special events escorting and photo captioning prominent patrons.
- **METROPOLIS PERFORMING ARTS CENTRE** 2006-2009  
Technical Apprentice, Camp Counselor, and SOPA Teacher's Assistant
  - Stimulated the development of youth through credible artistic activities encouraging self-discovery, discipline, and collaborative team experiences.
  - Assistant teacher for K-9 summer drama camps, while coordinating productions as a stage-manager and music director's assistant.
  - Operated spot light and assisted as a stagehand for student and mainstage productions and concerts through team-based leadership.

## EDUCATION:

**LOYOLA UNIVERSITY-CHICAGO, 2013**  
Bachelor of Arts in Music  
Minor in Business Administration  
*Magna Cum Laude*  
\*Alpha Sigma Nu Jesuit Honor's Society Member

## TECHNICAL SKILLS:

- Project/Team Management
- Strong Communication Skills
- Mac OS X/Windows 7
- Microsoft Office Suite
- iWork/iLife
- Adobe Pagemaker & InDesign
- Constant Contact
- Drupal, content mgmt. system
- GiftWorks, donation database
- theDataBank
- Salesforce
- We Gather/We Share
- Finale, music composition software
- Social Media Facebook, Twitter, Pinterest, LinkedIn, YouTube

## HONORS:

- *April 2013*, Worked with team of students to raise money for an urban campus garden initiative (Loyola University-Chicago)
- Featured performer at John Cuneo Jr.'s Birthday Party, Loyola University's Largest Donor of \$50 million Cuneo Mansion
- Assistant Music Director for His Holiness the Dalai Lama's visit to Loyola University in April 2012
- *One Bread, One Cup* Conference, St. Meinrad Seminary & School of Theology
- National Pastoral Musicians Conference Summer 2012 (Certified Cantor)
- Walter Zanozik Scholarship Recipient in 2011 for Outstanding Musical Accomplishments (Loyola University-Chicago)
- Dean's List Acknowledgement every semester (Loyola University-Chicago)