

LISA M. SROKA

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PROFESSIONAL EXPERIENCE:

- FREELANCE VOCALIST

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)