858 922 2087 jason@cunningfox.co www.cunningfox.co Los Angeles, California MMXIX.IV.VII

SUMMARY

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BACKGROUND

Dynamic, hands-on travel and finance executive with 15+ years of cross-functional experience in the hospitality, production, entertainment and e-commerce industries.

EDUCATION

University of Colorado at Boulder

Bachelor of Science Business Administration 1999 to 2003

PROFILE

Highly versatile and adaptive skill set with a prodigious background directing financial operations, managing travel programs and delivering creative strategies to maximize profitability across multiple fields, industries and entrepreneurial environments. Extremely flexible and driven—with the ability to quickly evaluate and reset to rapidly evolving situations. A fierce attention to detail, sharp aesthetic judgment and well-developed aptitude for communication, whether visual, written or interpersonal.

FIELDS

Travel and Hospitality Management, Contract
Negotiation, Tour Management, Live Event
Production, Location Scouting and Management,
Financial Analysis, Brand Development, Creative
Strategy, Graphic Design, Art Direction, Revenue
Analysis, Marketing, Budget Preparation and
Management, GAAP, Financial Accounting, Web
Design, Branding and Identity, HTML, CSS,
Content Strategy, Email Design, Development and
Marketing, Sure Plays A Mean Pinball

SOFTWARE

Advanced Excel, Adobe Creative Suite—Photoshop, Illustrator, InDesign, Premier Pro, MS Office, G Suite—Sheets, Docs, Drive, Gmail, Dropbox, QuickBooks, Sage Intacct, Sage 50, Sage 100, Expensify, SynXis, WordPress, Squarespace, Campaign Monitor, MailChimp, Basecamp

EXPERIENCE

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Freelance

Travel Management, 2013 to Now

Direct travel logistics for live event, television and film productions. Create, manage and reconcile travel budgets ranging from \$200k to \$1M. Lead contract negotiations with hotels, vendors and strategic partners to secure rates, room blocks and special concessions. Procure function space and manage the set-up of on-site hotel production offices.

Creative Strategy, Designer, 2010 to Now

Creative consultant, multidisciplinary designer and marketing strategist for clients across the United States.

Pen&Public Director of Finance, Fall 2016

Facilitated the discovery of alternative business models, service offerings, pricing strategies, and key performance indicators for award-winning Los Angeles based brand experience agency.

Ventana Hotels And Resorts Controller, Operations, Strategist, 2006 to 2010

Comprehensive responsibility for all facets of operating a boutique hotel management company with a core focus on revenue management, growth strategies and brand development. As Controller, directed accounting operations across multiple hotels. Led annual budget process and authored monthly close procedures, including financial statement preparation and cash flow forecasting. Trained, managed and mentored departmental staff and junior accounting teams.

Shoreview Associates L.P. Fixed Asset Accountant, 2005 to Summer 2006

Chief accounting officer administering sale of Hotel La Jolla. Responsible for distributing proceeds of approximately \$24M. Maintain general ledger, balance sheet, and all financial accounts until dissolution of partnership.

Hotel La Jolla Controller, 2003 to Fall 2005

Senior financial officer in charge of financial controls and procedures. Direct and coordinate all fiduciary, budgeting and forecasting functions relevant to the operation of a four-star destination hotel.

PROJECTS

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Rhythm + Flow, 2018-19

Travel Manager, TV Series (Netflix)

Taylor Swift: Reputation Stadium Tour, 2018

Travel Manager, Film (Netflix)

Comedy Central Roast of Bruce Willis, 2018

Location Manager, TV Special

March For Our Lives, 2018

Travel Manager, Live TV Event

U2: The Joshua Tree Tour, 2017

Travel Coordinator, Film

Hand in Hand: A Benefit for Hurricane Relief, 2017

Travel Manager, Live TV Special

MTV Video Music Awards, 2017

Travel Coordinator, TV Special

iHeartRadio Summer Pool Party, 2016

Travel Manager, Live TV Special

iHeartRadio Music Awards, 2016

Travel Manager, Live TV Special

GoPro Press Launch, 2016

Travel Manager, Live Event

GoPro International Distributor Summit, 2016

Travel Manager, Live Event

Pitbull's New Year's Revolution, 2014

Travel Manager, Live TV Special

Casbah Presents New Years Eve at the Lafayette Hotel, 2012 to 2014

Executive Producer, Live Event

NOTABLE FREELANCE CLIENTS

Starwood Hotels & Resorts, Marriott International, HHM Hospitality, Urgo Hotels, Cousins Maine Lobster, AMVI Collection, TAGS, Dom Demarcos, The Independent Collection, Fashionphile, Element Hotels, Lafayette Hotel And Swim Club

References available upon request.