

# Leigh Honigman

## Administrator | Manager | Producer

lhonigman95@gmail.com | 646-763-1902 | [www.honigman.space](http://www.honigman.space) | [linkedin.com/in/lhonigman](https://www.linkedin.com/in/lhonigman) | New York, NY

### SELECT WORK EXPERIENCE

---

#### H.R. Coordinator & Executive Assistant Administrative Assistant

January 2022 – Present  
March 2021 – January 2022  
New York, NY

#### Cent'Anni/Midwood Flats/Saggio/The Uptown Garrison

Provide administrative support to four upscale-casual restaurants with 75+ cumulative employees concentrating on human resource management, accounts payable, office management, and ad hoc projects.

- **Human Resource Management:** lead recordkeeping and digital storage, support recruitment and onboarding, and orchestrate sick leave. Create and standardize protocols and paperwork (examples: job descriptions, offer letters, performance appraisals). Organize and execute commuter benefits. Wrote inter-company handbook, creating numerous policies to improve engagement and ensure an unbiased working environment.
- **Bookkeeping & Accounts Payable:** interpret, verify, and input invoices and credit memos in QuickBooks with high accuracy. Send out timely weekly vendor payments of over \$40,000. Assist with audits as needed.
- **Office Management & Ad Hoc:** manage office inventory and answer email correspondence. Introduced review management and shift scheduling software to each restaurant. Uphold peak cross-organizational effectiveness, such as updating weekly management invoice protocol (reducing inputting time by 33%).

#### Retail Sales Manager Retail Supervisor Museum of Sex

January 2020 – January 2021  
June 2018 – January 2020  
New York, NY

Maximized retail sales performance and team engagement while managing daily operations and troubleshooting for the full business including gallery, store, box office, and bar.

- **Covid-19 Crowd Safety:** collaborated with relevant personnel to create social distancing procedures, store layout modifications, and capacity limits for 500-2100 daily visitors.
- **Team Management:** structured retail recruiting, hiring, training, KPI tracking and strategy, sales goals and forecasting, policy, and scheduling for a 6-to-13-person team. Maintained and encouraged positive morale.
- **Sales & Customer Service:** tracked and reported trends and KPIs, utilized data to shape employee goals and incentives to achieve sales targets (often reaching >12% YOY growth). Enacted sensitivity coaching and product training among the sales team. Practiced conflict mediation for customers and employees.

#### Self-Employed

May 2015 – Present  
New York

#### Freelance Arts Producing & Administration

Full list of work available on request. For-hire producing, management, and administration for theater, film, and live events of 25-200+ attendance.

- **Select Services include:** budgeting; contracting; bookkeeping; outreach; event planning; team hiring; production coordination; company management; logistics.
- **Highlights:** Won [Outstanding Musical](#) in the 2018/19 Fresh Fruit Festival, nominated for [Best New Media Award](#) in the 2019 Official Latino Film and Arts Fest, and featured in [TDF](#) and [AllArts](#).

### EDUCATION

---

Stony Brook University  
M.S., Human Resource Management

May 2023  
New York, NY

Fordham University  
B.S., Psychology

August 2017  
New York, NY

### SKILLS

---

- **Expertise:** Performance Management; Paperwork Drafting; Recordkeeping & Storage; Calendar Management; Conflict Mediation; Workplace Investigations; Budgeting & Bookkeeping; Project Management; Covid-19 Safety; Liaison Communication, Discretion & Confidentiality
- **Technical Skills:** Google Suite; Microsoft Suite; QuickBooks; Monday.com; HRIS; DocuSign; Adobe Acrobat & Photoshop (Intermediate); Zoom; Slack; iMovie; Dropbox; Squarespace; Mailchimp; Shift Scheduling Software; POS Systems