DUSTIN GREENE

EVENT PLANNER, PRODUCER & COORDINATOR

(814) 341-8571
dustin@dustingreene.com
Johnstown, Pennsylvania
DustinGreene.com

PROFESSIONAL OVERVIEW

Event planning, production, and venue operations professional with over two decades of formal experience and a lifelong background in live events, client service, scheduling, audiovisual production, and community-centered event work. Experienced in guiding clients, vendors, staff, and community partners through important events with clear communication, steady organization, and dependable follow-through.

WORK EXPERIENCE

Co-Owner, General Manager & Event Coordinator

Ace's – Johnstown, PA | 2014 - Present

- Oversee event sales, creative client consultations, scheduling, contracts, venue operations, staff coordination, food service details, and guest experience for a large banquet and event facility.
- Work directly with clients planning weddings, banquets, funeral luncheons, nonprofit events, business functions, and community gatherings, including preparation of banquet event orders, room diagrams, and related planning documents.
- Coordinate vendors, staff, room layouts, timelines, audiovisual needs, menus, customer requests, and day-of logistics. Served as the public-facing contact for media interviews and coordinated cross-company support with Top Dog Productions and partner vendors for complete, turnkey on-site and off-site event services.

Co-Owner, Event Producer, DJ & Master of Ceremonies

Top Dog Productions – Johnstown, PA | 1997 - 2025

- Coordinated private, corporate, school, nonprofit, civic, and community events, serving as a single point of contact for planning, production, subcontractors, and day-of execution.
- Conducted site surveys with measurements and photos, then prepared customized proposals combining Top Dog Production's services with subcontractor support for audiovisual, lighting, rentals, entertainment, photo booth, photography, videography, and multimedia needs.
- Provided event services based on client needs, including DJ and Master of Ceremonies services, photo booth, lighting, sound, audiovisual production, presentation support, equipment rentals, and live-event coordination.

CAREER IMPACT

Built a career producing and coordinating private, corporate, nonprofit, school, and community events through sales, client planning, site surveys, customized proposals, vendor coordination, subcontractor support, audiovisual production, rentals, and day-of logistics.

Applied those same event, production, marketing, public-speaking, and technical skills to support local boards, committees, schools, fundraisers, arts and culture programs, youth activities, public health efforts, and community improvement projects.

CORE STRENGTHS

- Communication
- Sales & Client Development
- Creative Consultations
- Site Surveys & Proposals
- Scheduling & Logistics
- Venue Operations
- Vendor Coordination
- Public Speaking
- Marketing Support
- Accounting Support
- Problem Solving

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WORK EXPERIENCE (CONTINUED)

Venue Leaseholder / General Manager & Event Coordinator

Frank J. Pasquerilla Conference Center – Johnstown, PA | 2022 - 2024

- Operated a city-owned conference and event facility through a temporary management arrangement with the City of Johnstown, supporting continued public, business, nonprofit, and community use of the venue.
- Managed client inquiries, venue tours, scheduling, contracts, marketing, accounting support, room setups, vendor access, audiovisual needs, and day-of logistics for businesses, nonprofits, public agencies, community organizations, and private clients.

Virtual Producer

Digitell / Conexiant Johnstown, PA / Fully Remote | 2020 – 2022

- Provided virtual event production support during the COVID-19 pandemic, helping organizations continue meetings and programs when in-person events were limited or unavailable.
- Supported Zoom-based meetings streamed live to audiences across the country and around the world, coordinating presenters, participants, session flow, and production timing.
- Troubleshot technology issues before and during live virtual meetings while supporting presenter readiness, remote communication, and participant experience.

ADDITIONAL EARLY EXPERIENCE

Office Equipment Service & IT Support Technician
Hilltop Office Supply, Inc.- Johnstown, PA | 2005 – 2007

Host / Seater; Kitchen Expo Coordinator
Red Lobster - Johnstown, PA | 2005–2006

Store Associate / Print & Design Consultant
Staples Copy & Print Center - Johnstown / Greensburg / Pittsburgh, PA | 2002–2005

Retail Sales & Candy Production Associate
Rocky Mountain Chocolate Factory - Pittsburgh, PA | 2004-2005

Summer Intern
WMTZ - The Mountain 96.5 FM - Johnstown, PA | 2003

TECHNOLOGY

- A/V & Lighting Systems
- CRM Software
- Google Workspace
- Outlook
- QuickBooks
- Social Media Management
- Toast / POS Systems
- Ubiquiti UniFi Networking
- Vimeo
- Wirecast / OBS Studio
- Word / Excel / PowerPoint
- WordPress
- Zoom / Teams / Webex

COMMUNITY SERVICE

- Cambria City Ethnic Festival
- Cambria County Drug Coalition
- Richland High School After Prom Committee
- State Theatre Foundation
- Stone Bridge Lighting Project
- Taunia Oechslin Girls Night Out of Johnstown & Altoona

EDUCATION

Pittsburgh Technical Institute
Multimedia / Graphic Design

Penn Highlands Community College
Business Coursework

Richland High School
High School Diploma

Student Technical Director
Marching Band, Concert Band, Concert Choir
Musical, Yearbook, Key Club, Track & Field