

818-253-1391 ♦ TMFRIEDRICK@GMAIL.COM ♦ LOS ANGELES, CALIFORNIA

WORK HISTORY

Earthjustice 2022-2023

Program Manager, Event Planner

- ◆ Program management
- ◆ Project management
- ◆ Event Management
- ◆ Marketing & Communications
- ◆ Public relations & Strategy
- ◆ Creative Services/Branding
- ◆ Executed companies largest hybrid event, 500+ attendees
- ◆ Developed project management systems improve processes for events, execution, analytics, and vendor relations
- ◆ Created branding image & strategy for department

HeartArt Production & Design 2010-2023

Operations & Events | Program Manager | Project Manager

- ◆ Program management
- ◆ Project management
- ◆ Creative Services /Strategy
- ◆ Film production/ Photography
- ◆ Marketing & Communications
- ◆ Event Management /Liaison
- ◆ Increased annual client portfolio from 7 to 8 figures
- ◆ Helped over 1400+ families keep their homes
- ◆ Successfully generated over 50 productions & Events
- ◆ Operations /Project Manager for Construction Services

S.O. Chamber of Commerce 2018-2019

Sr.Project Manager | Events Management

- ◆ Project management
- ◆ Event management
- ◆ Operations management
- ◆ Creative Services /Branding
- ◆ Public relations & Strategy
- ◆ Business relations / Liaison
- ◆ Managed event with 100k+ attendees & 300+ vendors
- ◆ Generated 30 successful networking & fundraising events
- ◆ Maximized business & created branding campaigns &
- ◆ Strategy & branding campaigns, working closely with Board of Directors and donors.

City of San Gabriel 2013-2014

Associate Producer

- ◆ Project management
- ◆ Event management
- ◆ Public relations & Strategy
- ◆ Local Artist/ Gov't Liaison
- ◆ Public Relations
- ◆ Film /Stage Production
- ◆ Produced a production and managed 400+ people
- ◆ Resolved contracts, media & international slate
- ◆ Collaborated with Native Tribes, cultures, & government

EXPERTISE

Program Management
 Project Management
 Marketing & Communications
 Producer
 Event Producer/ Director
 Organization & Negotiation
 Strategy & Planning
 Business Relations / Liaison
 Creative Direction
 Content Producer
 Leadership | Management

SKILLS/ EXPERIENCE

Production Documentary, Film, YouTube, Events, Photography, Podcast
 Program | Project Management Strategy, Execution, Monday.com, SmartSheet, Clickup, Cvent
 Marketing & Communications Creative Direction, E-commerce, Branding, Strategy, Content
 Creation, Website Creation, Copywriting, Blogging, Fundraising
 Customer Service & Management Vendor Management, Operations, Liaison, Networking,
 Diplomacy, Trade Shows, Public Speaking
 Graphic Design | Editing Adobe Premier Pro, Adobe Photoshop, Lightroom, Canva
 Social Media | Intranet YouTube, Snapchat, Instagram, Twitter, Facebook, Pinterest,
 TikTok, Atlas
 Microsoft | Remote Word, Excel, Powerpoint, Zoom, Mural, Teams, Forms
 Cloud Google Drive, Dropbox, icloud, Sharepoint, MS OneDrive

PROJECT HISTORY

Earthjustice, Fossil Fuels Retreat, Event Planner Earthjustice, Ops Retreat, Event Planner Earthjustice, Florida Strategic Event, Event Planner Earthjustice, All Staff Meeting, Event Planner UCLA, CAPS, Concern Trolling Video, Producer Vaney Poyey Photography, Video Editor Lasso Literacy, Sr Project Manager Weissman Construction Services, Operations Manager W.O.R.K.S., Events, Administration Bill Scott Music Video, Producer Sherman Oaks Street Fair, Sr Project Manager	Westfield Fashion Square Wellness Expo, Event Producer ArchAngel Film Festival, Sr Event Producer Dragonfly Production, Line Producer, Production Coordinator Shake it Up Disney, Shake It Up Dance, Production Manager Jillian Michaels, Killer Buns & Thighs, Line Producer Jillian Michaels Extreme Shed & Shred, Line Producer Gaia, The Firm, Production Coordinator Pussycat Dolls, Fitness Video, Production Project Manager Dance off the Inches, Production Project Manager Body by Jake, The Solution, Production Coordinator () A Motion Media Expo, Event Producer
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EDUCATION

BA Mass Media & Business
 AAS Business & Marketing