

## 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
- ◆ Success includes 8-figure real estate profit gains
- ◆ Increased annual client portfolio from 7 to 8 figures
- ◆ Helped over 1400+ families keep their homes
- ◆ Successfully generated over 50 productions & Events

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

## SKILLS/ EXPERIENCE

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

## PROJECT HISTORY

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

## EDUCATION

BA Mass Media & Business  
 AAS Business & Marketing