

**Chief of Staff to Lynda Resnick**

The Wonderful Company, Beverly Hills, CA

Right hand to Co-Chairman, Philanthropist and Marketing Guru (FIJI Water, Teleflora, POM Wonderful, Paramount Farms, Justin Winery and others)

- Liaison to Political, corporate, entertainment industry and philanthropic leaders
- Responsible for all aspects of office operations
- Organized special events and travel with Principal as needed

**Chief of Staff to Governor Arnold Schwarzenegger (while campaigning)**

Santa Monica, CA

Right hand to Principal. Managed all aspects of complex professional and personal business

- Liaison to high level political, corporate and entertainment industry leaders
- Extensive collaboration with Publicist, Agent, Attorneys, Business Manager
- Involved in Political Initiatives: Prop 49 After-School Programs and Gubernatorial Campaign
- Assisted in speech writing, editing and rehearsals
- Executive Assistant while filming TERMINATOR 3
- Coordinated intimate to grand political and special events
- Traveled extensively with Principal and Senior Executives
- Worked closely with Maria Shriver and her staff

**Senior Executive Assistant to Nancy Josephson, President**

International Creative Management, Beverly Hills, CA

- Managed all aspects of as office operations, including hiring and team building
- Liaison to thirty-six A-list celebrity clients, agents, studio executives, managers and attorneys
- Client Agreement Review
- Responsible for coordinating client related special events and private VIP dinners

*Left position when recruited by Maria Shriver and Arnold Schwarzenegger.*

**Senior Executive Assistant to Howard Weitzman, EVP Corporate Operations**

UNIVERSAL STUDIOS, Universal City, CA

- Assisted in all aspects of corporate operations for feature film, television and theme park divisions
- Liaison to business and personal associates. Coordinated special events

*Left position when Mr. Weitzman resigned. He returned to law and managing Michael Jackson's estate.*

**Senior Executive Assistant to Sandy Gallin, Premier Talent Manager**

GALLIN MOREY ASSOCIATES, Beverly Hills, CA

- Assisted in all aspects of artist management, feature film production and office management
- Clients included: Michael Jackson, Dolly Parton, Cher, Barbra Streisand, Neil Diamond, Mac Davis, America, Pointer Sisters, etc.
- Liaison to Clients, Managers, Attorneys, Executives and Agents
- Artist Contract and Rider review

*Also worked as an employee, Consultant and/or Media Advisor for: New Regency Productions, Imagine Films, TAL Studios, Yahoo! Entertainment, Arianna Huffington and TRU Television (as publicist during Michael Jackson's trial), and medical practices.*

*Currently volunteers as Director and Board member of Arroyo Grande Village Improvement Association whose efforts are focused on facilitating and promoting events that enhance the community as well as raise funds for Santa and Santa's Village at the Historic Heritage Gardens of Arroyo Grande. The AGVIA's long term mission is to assist in establishing the Village as a tourist destination during the Christmas season.*