

Maria Friedenberg

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Asheville, NC

Professional Experience

Production Coordinator

Proof Films – New York, NY | 2019 – 2022

- Handled operations moment-to-moment on location and in-studio, as well as arranged critical logistics beforehand.
- Established and maintained budgets, negotiated contracts, oversaw logistics, and managed integral communications.
- Maintained highly organized, overlapping project files in collaboration with a team.
- Liaised with creatives, agencies, and clients to manage information flow, expectations, and requests.
- Researched, hired, and managed freelance crew.

Independent Art Coordinator - Clients included Bloomingdales, Prada, Nest

New York, NY | 2016 – 2019

- Sourced design materials within highly particular visual specifications and overall budget.
- Navigated strategic relationships with clients, designers, and vendors.
- Ensured completion of complex project deliverables in a timely manner.

Project Manager & Lead Finisher

Heywood Productions – Brooklyn, NY | 2013 – 2016

- Managed 2-12 person production crew in a fast-paced atmosphere.
- Project-managed and prioritized multiple concurrent projects while maintaining positive client and vendor relationships.
- Led the Paint & Finishing crew on prototypes and high-yield projects; oversaw quality control.
- Directed roll-out of time-sensitive shipments and installations of all scales.
- Created accurate client quotes and tracked project budgets through completion.
- Maintained a project calendar year-round to meet local and nationwide deadlines.
- Executed administrative tasks such as payroll, hiring overhire labor, purchasing, stock maintenance, shipping, and receiving.

Education UNC School of the Arts BFA in Stage Properties, School of Design and Production | 2009-2012

References

Paul Rahn, Shop Foreman, Heywood Productions
prahn@albion.edu | 917-535-7274

Bryan McNulty, PM, Lost Artist Studios
bryan@lostartiststudios.com | 347-247-5667

Relevant Skills

- Working knowledge of industry standards for time-management and level of polish for overlapping needs
- Experience in production environments, with a strong understanding of workflows & deadlines
- Cross-functional communication
- Attention to detail
- Process improvement
- Budgeting & Billing
- Time management
- Documentation
- Problem-solving
- Safety & compliance