

# ALEXANDER FRISCH

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## COMMUNITY ENGAGEMENT & DEVELOPMENT

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### Stephen Wise Free Synagogue

New York, NY | Feb. 2021 - Present

#### *Project Manager - Salesforce* | Aug. 2023 – Present

- Head the transition of the CRM system to Salesforce across seven departments working with upper-level management and contractors
- Train staff on how to work with the platform and solve issues encountered
- Anticipate support needed and generate informative materials to aid users

#### *Operations Coordinator* | Feb. 2022 – Present

- Oversee registration process and ensure 200+ students are enrolled in Religious School and travel programs
- Coordinate HR paperwork and payroll and deliver correct information to Religious School Faculty
- Maintain and create the Religious School Calendar, newsletter, and supplies for classes and families
- Supervise 30+ students on school trips, once to New Orleans, on from the flight, in the hotel and in educational experiences
- Mentor High School Interns in nonprofit administrative work and procedures

### Front Runners NY, Volunteer Coordinator

New York, NY | Oct. 2022 – Present

- Help coordinate 100+ person club runs on Wednesdays and deliver announcements for organization

### Birthright Israel: Israel Outdoors, Trip Leader

Washington, D.C. | Dec. 26, 2022 – Jan. 6, 2022

- Facilitated 47-person group on 10-day trip through Israel; responsible for well-being of participants and adhering to set itinerary
- Planned and executed group-specific activities promoting learning, community building, and identity solidifying

### RWS Entertainment Group, General Management Intern

New York, NY | Feb. 2020 – Mar. 2020

- Generated proposals and began developmental process of new experiences for branded entertainment
- Provided administrative support to the VP of Commercial Theatre Ventures in meetings, travel, and scheduling

## PRODUCTION EXPERIENCE

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### NYC Gay Men's Chorus, Production Manager for Transgender Day of Visibility

New York, NY | Jan. 2024 – Mar. 2024

- Liaise between the NYCGMC, concert venue and vendors
- Work with the Artistic Director and production team to plan, prepare, organize, and execute performance
- Act as stage manager while overseeing sound and lighting engineers, house, and crew

### Drag Performer, Nikki Lodeon

New York, NY | Nov. 2021 – Present

- Develop and produce Nikki's repertoire to perform for audiences at events like the running the NYC Marathon, Front Runners Events, Drag Wars, Deloitte's Open Finance Events, and on the streets of New York City

### STOMP – Off-Broadway, Assistant Stage Manager

New York, NY | Feb. 2020 – Mar. 2020, Jun. 2021 – Oct. 2021

- Reopened STOMP by working auditions, press release events, and rehearsals
- Performed prop maintenance, prop safety and COVID compliance checks to ensure the execution of a safe show
- Communicated schedule to the actors throughout the pre-show to ensure production started on time

### Short North Stage, Assistant Stage Manager

Columbus, OH | Aug. 2018 – Dec. 2019

- Stage managed 25+ casts and backstage tech for *West Side Story* and *La Cage Aux Folles*
- Stage managed *Summer of '63* for Ohio Connective Theatre Festival presented by Short North Stage

## EDUCATION

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### The Ohio State University, Cum Laude

Columbus, OH | Aug. 2016 – Dec. 2019

Bachelor of Arts in Public Affairs with a Specialization in Nonprofit Management, Minor in Theatre

## SKILLS AND ACTIVITIES

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Salesforce, Microsoft Office, Final Draft, Google Suites, Final Cut Pro, Customer Service, E-mail Marketing, Multi-Tasking, Collaboration, Time Management, Creative Problem Solving, Sketch Comedy at Second City, Marathon Runner, Poet