

# ALEXANDER FRISCH

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## COMMUNITY ENGAGEMENT & DEVELOPMENT

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**Stephen Wise Free Synagogue** New York, NY | Aug. 2021 - Present

*Operations Coordinator* | Feb. 2022 – Present

- Oversee all aspects of registration ensuring the 200+ students are enrolled and that all the correct information is communicated to the religious school families and faculty
- Coordinate all HR paperwork with accounting and deliver the right information to the faculty of the school
- Maintain and create the Religious School Calendar, Newsletter, and supplies for classes and families
- Mentor High School Volunteers in the educational and administrative aspects of Religious School Nonprofit work
- Supervised 30 students on a trip to New Orleans from the flight, the hotel and in various experiences

*Religious School Teacher* | Aug. 2021 – May 2022

- Created lesson plans for first and second graders and educated the students about Israel, Holidays, and charities
- Customized different interactive activities for students to participate in to understand the material

**Front Runners NY, Volunteer Coordinator**

New York, NY | Oct. 2022 – Present

- Help coordinate 100+ person club runs on Wednesday's and deliver announcements to the 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; co-responsible for the well-being of participants and adhering to set itinerary
- Planned and executed group-specific activities promoting learning, community building, and identity solidifying

**EGR International, Program Operations Specialist (Temporary)**

New York, NY | Nov. 2021 – Feb. 2022

- Collected HR materials for onboarding of new sales associates and ensures all information has been secured
- Assisted with data entry to process rebate claims, rewards points, and merchandise fulfillment
- Answered customer service inquiries via phone and email related to incentives, rebates, and meeting programs

**RWS Entertainment Group, General Management Intern**

New York, NY | Feb. 2020 – Mar. 2020

- Generated proposals and began the 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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**Drag Performer, Nikki Lodeon**

New York, NY | Nov. 2021 – Present

- Develop and produce Nikki's repertoire to perform for audiences at events like *Drag Wars*, Deloitte's Open Finance Events, Front Runners 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

- Played a key role in the reopening of 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 the schedule to the actors throughout the pre-show to ensure the production starts 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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Microsoft Office, Final Draft, Google Suites, Final Cut Pro, Customer Service, E-mail Marketing, Multi-Tasking, Collaboration, Time Management, Creative Problem Solving, Marathon Runner, Poet