

Elizabeth Messick

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Professional Summary

Elizabeth Messick is a highly motivated, personable employee seeking new opportunities with impactful companies. Elizabeth has a background in office management, entertainment production, social media management, and admin work.

Education

California State University, Long Beach
Degree in Communication Studies; Graduated with honors; 3.9 GPA

Graduated Spring 2012

Experience

Lead Researcher

My Favorite Murder | Los Angeles

April 2018 – Present

- **Researcher:** I am the lead researcher for the popular podcast called “My Favorite Murder”. Each week I write a 6 page in depth research report about murderers provided to me for that week’s podcast episode.

Magic Show Producer

The Edison Downtown | Los Angeles

August 2017 – Present

- **Event Production:** 11 months experience producing “An Evening of Magic” at The Edison Downtown. Along with performing, I manage talent scouting, scheduling, and the logistics of running an event with 200+ attendees every month.
- **Promotion:** I am the lead contact with the The Edison venue, spearhead the flyer design, and coordinate social media marketing. My focus is expanding and retaining an engaged audience for each show.

Human Resources Associate

Super Deluxe | Los Angeles, CA

Sept 2016 – April 2018

- **Administrative Work:** I coordinated interviews for new positions and acted as a liaison between departments, maintained schedules and managed calendars, handled all FedEx & postage deliveries, was the first point of contact for all guests and visitors, and handled telephone & front desk reception.
- **Office Management:** I oversaw and trained teams of up to 10 people, I met project deadlines, developed administrative and training protocols, maintained proper inventory and tracked necessary supply stock, and reviewed log sheets on a regular basis to ensure smooth daily operations.
- **Researcher:** Created story packets with summaries of my findings and worked with a team of researchers to confirm facts and find original stories.

Social Media Manager, Webmaster

The Steve Allen Theater | Los Angeles, CA

June 2015 – Nov 2017

- **Marketing:** Updated weekly email blast, managed social media accounts, and marketed/Promoted upcoming shows.
- **Web Management:** I maintained trepanyhouse.org and constantly updated the website via tix.com with new ticket pages.

Office Coordinator

The Edison Downtown | Los Angeles, CA

June 2014 – July 2015

- **Marketing:** Updated weekly email blast, managed social media accounts, and marketed/Promoted upcoming shows.
- **Web Management:** I maintained trepanyhouse.org and constantly updated the website via tix.com with new ticket pages.

Fashion Buyer

Downtown Darling | Long Beach, CA

Feb 2014 – April 2015

- **In-Store/Online Retailer:** I traveled around Southern California looking for vintage clothing items to resell in-store and on eBay. I would price, professionally clean, and write descriptors of the items. I directed photoshoots to make clothing presentable online.

- **Store Decorator:** I would update the store decorations on a weekly basis and be on top of trends.

Customer Experience Rep

Left of the Dial Records | Santa Ana, CA

Feb 2014 – April 2015

- **Retail Management:** I oversaw pricing and stock control, managed the store's budget, provided reports to store owner, and was in charge of opening and closing the store.
- **Customer Service:** I dealt with queries, complaints, and feedback with customers in a friendly manner.

Other

Magician

- **Magic Castle:** I have been a member and performer of The World Famous Magic Castle since 2015. This prestigious Hollywood organization is the hub for the international magic community and a cultural icon.
- **Women Magicians Association:** I am the activities director for women in magic
- **The International Brotherhood of Magicians:** The world's largest organization dedicated to the art of magic, with members in 88 countries.
- **Chavez Studio of Magic:** I am a current student of the Chavez school of manipulation. This is known to be one of the most prestigious magic schools in the world.

Skills

- Email Marketing, G Suite, Microsoft Office, Slack, Lever, Wix, Spreadsheets, eBay, Tix.com, Mail Chimp.