

STEPHANIE (TZIPORAH) ABRAMS
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22243 1/2 Erwin Street, Woodland Hills, CA 91367

Social Media Journalist 2020-Current
@SA.in.LA.613 Instagram Family Remote

- *Interact positively with followers. Use cross-promotion techniques to increase target audiences.
- *Gather footage, create content, fact check, post efficiently. Familiar with Facebook and TikTok.

Kosher Liquor Ambassador & Purer 2015-Current
Righteous Road Craft Spirits & Royal Wine Corp. (KFWE) Los Angeles, CA

- * For Righteous Road, conducted in-store tastings, sold product, organized promotions, signage.
- * At KFWE, assisted popular wineries Goose Bay and Pacifica at busy industry and VIP events.

Content Reviewer 2020-2022
Common Sense Media for Children Remote

- *Evaluated media for appropriateness for children. Met extensive deadlines. Conducted research.

Customer Service & Sales Representative 2018-2020
BTS, Inc. Calabasas, CA

- *Presented information and answered questions for customers via phone, emails, chat, in-person.
- *Enforced strict fraud procedures. Assisted international and local clients with top dollar events.

Customer Service Representative 2014-2016
APWS, Inc. Tarzana, CA

- *Helped customers solve urgent service problems. Scheduled crews. Answered phones, emails.
- *Managed and handled communications, appointment setting, invoicing. Microsoft Office Suite.

Executive Assistant & Archivist 2000-2003, 2011-2014
International Philanthropic Family Foundation/Fela Enterprises, Inc. Beverly Hills, CA

- *Oversaw stewardship of multi-million dollars of international philanthropic giving; secretary.
- *Wrote letters, emails, invitations. Assisted with bookkeeping, taxes, AP/AR. Booked travel.

Files Manager 2008-2011
The Garden School Early Childhood Center Los Angeles, CA

- *Trained by CA. Dept. of Education to certify or deny low-income preschool families for grants.
- *Compiled, submitted, audited government funding reports. Maintained files per regulations.
- *Office manager. Answered busy phones, emails. Assisted English as Second Language families.

Community Relations & Public Relations Manager 1996-2000
Los Angeles Newspaper Group (includes L.A. Daily News) Woodland Hills, CA

- *Negotiated high-profile and local media sponsorships for clients and nonprofit events.
- *Organized Toys for Tots, L.A. Clippers Food Drives. Employee Relations Committee.
- *Worked with outside vendors and all levels of management. Managed contest prizes.

Education: Bachelor of Arts, Print Journalism, Minor Public Relations
University of Southern California, Annenberg School of Journalism

Security Training: Community Security Services (CSS), Ventura Police Citizens' Academy