

# CHRIS FREDERICK

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## OVERVIEW

**Assistant** with over 5 years of experience with a high-profile employer. I have an extremely strong work ethic and am motivated to always go above and beyond my required duties. I am highly adept at arranging schedules, managing staff, coordinating multiple projects and activities and am able to communicate pleasantly and effectively with vendors, associates as well as friends and family.

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## EDUCATION

### **Master of Science in Education in Psychology of Physical Activity**

University of Kansas, Lawrence, KS 66047

Graduated May 2017

### **Bachelor of Arts in Film Production**

University of Kansas, Lawrence, KS 66047

Graduated December 2008

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## SKILLS

**Project Management – Client Relations – Technology Management  
Meeting Coordination – Microsoft & Apple Fluent – Typing (100wpm)  
Health and Wellness Motivation – Mental Health Expertise**

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## EXPERIENCE

### **Production Partner – Rob Riggle (Actor/Comedian) - 2012 – 2018**

- Developed, produced and wrote web, film and television content.
- Direct liaison between agent, manager, lawyer, business manager, production partners, publicist and household staff.
- Coordinated and maintained professional and personal schedule and calendars.
- Performed all levels of personal and professional errands and tasks.

### **Production Assistant - 2011 – 2012**

- *Chef* – Director – Jon Favreau
- *Django Unchained* – Director – Quentin Tarantino
- *The Dark Knight Rises* – Director – Christopher Nolan
- *In Time* – Director – Andrew Niccol

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