

MANA FRIEDMAN

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KEY QUALIFICATIONS

- Executive Assistant with 14 years of experience providing thorough and skillful support to senior-level executives.
- Proven record of discretion, self-motivation, initiative, savvy and dependability.
- Experienced team worker; able to work cooperatively within a team or independently.
- Enthusiastic goal-oriented individual with exceptional abilities to conduct and complete multiple initiatives simultaneously.
- Strong written and verbal communication skills.
- Strategic planner with ability to anticipate needs, create communication strategies and stay ahead of the business.
- Highly organized and able to plan and execute events involving intricate details and complex set-up.
- Easily establish rapport, and create strong partnerships with leadership, investors, the Board and shareholders.
- Motivational leader with experience managing cross-functional teams and managing Executive Assistant teams.

PROFESSIONAL EXPERIENCE

Executive Assistant to Chief Financial Officer

Levi Strauss & Co., San Francisco, August 2019 - October 2020

- Managed and maintained a busy calendar with agility and flexibility staying steps ahead of the executive.
- Navigated complex domestic and international travel arrangements, both commercial and private, including maintaining passports, obtaining visas, coordinating hotel, car service, and all aspects of the itinerary; including daily agendas, reporting and briefings.
- Attended key meetings, prepared agendas, took notes and tracked action items for the Chief Financial Officer and his team.
- Developed a strong rapport with leadership, direct reports of the Chief Financial Officer and other Executive Assistants within the organization.
- Liaison to the Board, Family Office and Investors maintaining relationships with professionalism and courtesy.
- Managed personal obligations and requests, including external Boards the Chief Financial Officer sat on, private business ventures, real estate, etc.
- Handled confidential matters with the utmost discretion and professionalism.
- Processed expense reporting, budget management, purchase order processing, correspondence and other duties.

Executive Assistant Business Partner to Chief Human Resources Officer

Pinterest, Inc, San Francisco, April 2018 - August 2019

- Managed all aspects of the Chief Human Resources Officer's busy calendar, anticipating needs and providing solutions.
- Designed and drafted correspondence for Chief Human Resources Officer, including internal communications, presentations and speaking engagements.
- Built meeting agendas, took notes and tracked action items, keeping the People Team leadership team on track for deliverables.

- Partnered with high-level executives both inside and outside of the company to build solid business relationships.
- Managed all aspects of large scale offsites and all hands meetings, identifying locations, and managing contracts, food and beverage, budgets and entertainment.
- Manager of Administrative Assistant providing weekly 1:1 meetings, career development and coaching.
- Mentor to a junior employee in another org as part of Pinterest Mentor/Mentee program.
- Project Lead for several highly-visible initiatives in the Centralized Admin Org. Required multiple points of contacts and managing teams to meet desired outcomes and budget.
- Liaison to HRBP team assisting with employee comms and organization design.

Executive Assistant to Chief Executive Officer

DivcoWest Real Estate Services, San Francisco, June 2017 – October 2017

- Managed complex ever-changing calendar with grace and agility, anticipating needs, and rearranging schedule as needed with a focus on client and business priorities.
- Coordinated complex domestic and international travel arrangements for executive, his family, and business partners, both commercial and private, including coordinating hotel, car service, and all aspects of the itinerary.
- Served as the direct point of contact with high-level executives both internally and externally.
- Maintained a superior level of discretion and professionalism while partnering with executives on highly confidential matters.
- Heavy PA work.

Executive Assistant to EVP/Chief Operating Officer

Sephora USA, Inc., San Francisco, June 2011 – June 2017

- Proactively and seamlessly managed a complex calendar with shifting priorities and needs.
- Handled complex travel arrangements, both domestic and international, including maintaining passports, obtaining visas, coordinating hotel, car service, etc.
- Managed and created correspondence for executives including internal communications, presentation and speaking engagements.
- Acted as liaison with high-level executives both inside and outside of the company to build solid business relationships.
- Handled sensitive, urgent matters with professionalism and confidentiality.
- Handled expense reporting, budget management, purchase order processing, and other duties.
- Acted as lead Executive Assistant owning development, planning and training for a 30-person Executive Assistant team through leading monthly meetings and individual career coaching.

Executive Assistant, Office Manager

Clementina Clemco Holdings, Inc., San Francisco, September 2009 – June 2011

- Provided high-level support to the team of two owners and their families, CFO, and office.
- Prepared correspondence, memoranda and expense reports, including currency conversions and international travel-related metrics.
- Created and maintained systems for filing and record retention for multiple corporations, partnerships and multiple entities.
- Worked closely with Accounts Payable in all areas of check processing, and input of transactions into the accounting system.
- Acted as sole coordinator for golf tournaments, company parties, events and functions. This included identifying locations, and managing contracts, food and beverage, budgets and entertainment.

Executive Assistant, Office Manager

Hitachi Consulting, San Francisco, October 2006 – September 2009

- Supported team of 5 Vice Presidents, Operations Director and 65 Consultants.
- Created, managed and updated reports, and provided analysis to leadership and central office.

- Created communications strategy for office, and managed local market web page and weekly newsletter.
- Managed conference logistics for field leadership meetings and internal training. Identified locations, and managed contracts, food and beverage, budgets and entertainment.
- Built relationships with vendors and clients, and acted as a go-to person for the office.
- Managed all aspects of the office: ordering supplies, maintenance, budget and expenses, etc.

Store Operations Coordinator

Gymboree Corporation, San Francisco, August 2005 – September 2006

- Managed all aspects of conference logistics for nine internal field leadership meetings. This included identifying locations, and managing contracts, food and beverage, travel, budgets, entertainment, communication and marketing.
- Created Excel-based tools to allow better analysis of the business.
- Created PowerPoint presentations and scripts for meetings and conferences.
- Developed and implemented customer service programs to measure store performance and identify opportunities for improvements in procedures and training.
- Support for all aspects of the store operations department for Gymboree, Gymboree Outlet, Janie and Jack and Janeville brands.

EDUCATION: AA, City College of San Francisco, 1991 // Psychology, California State University, Sacramento, 1991- 1994

TECHNICAL SKILLS & LANGUAGES: G-suite, Slack, Zoom, Microsoft Office Suite, Visio, Adobe Acrobat, Quark, Concur, Ten-Key. Languages: Fluent in English and Farsi.