

# Daniel Friedman

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## Professional Summary

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Experienced Coordinator with a demonstrated history of working in the television industry. Dedicated professional with strengths in interpersonal relations, time management and expense tracking. Good at troubleshooting problems and building successful solutions.

## Skills

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- Adobe Creative Cloud
- Digital Video Production Process
- Production management
- Budget and Expense tracking
- Task prioritization
- Vendor management
- Interpersonal relations

## Experience

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Property Coordinator May 2022 - November 2022  
Fatal Attraction - Paramount+, Los Angeles, California

- Prepared budget and tracked expenses.
- Established professional relationships with vendors, suppliers and contractors.
- Maintained well-organized digital and hardcopy filing systems.
- Completed payments by receiving and reconciling invoices.
- Coordinated Clearance & Legal Department support to ensure adherence to studio regulations.
- Created Product Placement Agreements through cold-calling potential brands of interest.

Production Assistant February 2021 - December 2021  
The Flight Attendant - HBO Max, Burbank, CA

- Communicated with legal department to ensure adherence to studio guidelines.
- Stayed ready for expected demands with proactive property organization and supply management.
- Conceptualized and manufactured novel props
- Executed purchase orders, check requests, and supported accounting in auditing all department finances

Prop Production Assistant October 2018 - March 2020  
Modern Family, Los Angeles, California

- Expediently delivered all necessary props to set
- Effectively coordinated thousands of dollars in purchase orders, check requests, and equipment rentals
- Occasionally flexed between different departments, helping to exceed deadlines.

## Education

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BA - Visual Media Arts - Emerson College, Boston, Massachusetts May 2018

## Languages

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Fluent in German, French & English