

# Heather Abbey

## Project Manager

Hollywood, California • 1 310 866 9661 • habbeydesigns@gmail.com •

Producer/Entrepreneur with over 7 years of experience handling managerial and administrative tasks, including project ideation and implementation, professional correspondence, creating itineraries, and creating one-of-a-kind events through completion. Extensive Entrepreneurial and Administrative experience including Social Media Strategy, Event Producing, Liaisoning with Sponsors and High Profile Artists, and overseeing projects to their completion

## WORK EXPERIENCE

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Event Producer 2023 - Present

Hollywood, CA

- Produced multiple projects and events, including the first annual Native American float in the Hollywood Christmas Parade, a film short, and a Native American business competition with over 20k in prize capital
- Experience sourcing funding, productive teams, volunteers, and sponsors for creative projects
- Currently in development for an independent Native dramatic feature that I wrote and will co-produce with a dynamic Native American team through Q3 & Q4 of 2025

Personal Assistant 2020 – Present

Hollywood, CA

- Answered the phone and provided caller's information, responded to messages, rolled calls, and handled personal and professional business matters ranging in size, scope, and importance.
- Managed complex personal and business matters, including calendar, professional engagements, organizing teams for projects, events, and more.
- Experienced acting as right-hand to primary, anticipated needs, and proactively handled any problems or potential setbacks in a timely fashion. Handled projects with an increasing amount of importance with complete confidentiality

Founder of Tech Venture 2013 – 2019, Indigenous Ecom,

Saskatoon, CA

- Conceptualized and oversaw the creation of a Native marketplace
- Grew users to 450+ user accounts with 100+ items posted weekly
- Built social media accounts to 1m+ impression monthly spanning North America

## EDUCATION

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Codetalk, Venice CA 2025

Frontend Web Development Bootcamp, Snap Inc, Sponsored

- HTML, CSS, Bootstrap Frameworks
- SEO: Website Performance, Website Optimization
- UX Design: Research, UI & GUI, Wireframes, Prototyping, Information Architecture
- Development Environments: VS Code, Unix Command Line, GIT, GitHub Source Code Control, Version Control Concepts, Node, and MAMP

- CMS: WordPress Admin, Dashboard, Themes, Templates, Custom Theme Development, Child Themes, PHP, Plugins, Widgets, and Custom Content Types
- Quality Assurance: Identifying and Documenting Bugs, JIRA
- Project Management: Agile, SCRUM, and Trello
- Zoom, Slack, Affinity Photo, Figma

IAP, USA 2022

Personal Assistant Certificate

- Life Management: Calendar Planning, Event Management, Household/Work Management, Travel Arrangements, Fan Control, Luxury Planning, Sourcing +
- Business Skills: Rolling calls, Professional Etiquette, Project Management, Business Communication, Administrative Skills +

## SKILLS & OTHER

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Techniques: Project Management, Time Management, Customer Service, Social Media Management. Strong organizational, planning, and communication skills. Resourceful, Adaptable, with outstanding people skills.