

Marissa Toomey

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EXPERIENCE

Talent Manager | Precision MGMT LA

Remote | Current

- Direct U.S. operations, integrating U.S. market demands with Australian HQ through strategic market research and business development.
- Enhance LA talent visibility and market presence by developing industry relationships and promoting across major social platforms.
- Orchestrate talent tests and strategic meetings, enhancing model engagement through regular detailed updates.
- Consistently meet commission targets by managing invoicing, reimbursements, and negotiating industry rates and fees.
- Secured a \$110,000 partnership with Garnier, significantly enhancing client relationships through negotiation and upselling.
- Maintain industry knowledge, fostering broad networks, and scouting new talent opportunities.
- Establish robust industry relationships within the U.S., facilitating key partnerships and collaborations.

HR + Admin Manager | Griffin Gaming Partners

Los Angeles | September 2022 - November 2023

- Spearheaded end-to-end staffing processes, introducing innovative recruitment strategies that reduced hiring time.
- Fostered community events like Women in Gaming, enhancing engagement and inclusivity.
- Designed and implemented a competitive employee benefits program in collaboration with Aspen.
- Launched and managed the Griffin Gaming Partners Internship program, successfully integrating over 30 interns annually.
- Orchestrated the Annual Investor Summit, managing a \$500k budget to deliver a high-impact event.
- Initiated morale-boosting in-office programs, including a lunch program, improving employee satisfaction.
- Cultivated a vibrant company culture by streamlining onboarding and offboarding procedures, enhancing employee integration and retention.

Facilities Manager | Reformation

Los Angeles | February 2022 - September 2022

- Oversaw daily operations of three major facilities, enhancing workspace efficiency for over 150 staff members.
- Implemented strategic operational reviews, improving space utilization and reducing waste.
- Optimized contractor and vendor selection processes.

- Directed comprehensive maintenance programs, increasing operational reliability and enhancing security measures.
- Led multiple corporate build-outs and improvement projects, managing budgets exceeding \$1 million.
- Developed and led a Facilities team, fostering a culture of safety and productivity.
- Enforced compliance with purchasing policies and operational procedures, enhancing procurement efficiency.
- Negotiated and evaluated key leases and contracts, securing favorable terms that saved annual occupancy costs.

Project Manager | FaZe Clan

Los Angeles | July 2019 - February 2022

- Spearheaded strategic planning and communication of project objectives across multiple departments.
- Deployed tailored project management solutions, resolving critical bottlenecks and boosting communication.
- Masterminded logistics and financial planning of major projects, including a \$2M warehouse build-out and a \$200K Investor Summit.
- Directed HR operations for 6 months, overhauling recruitment and onboarding processes.
- Co-founded and steered the Diversity Council, launching programs that increased minority representation.

International Operations and Facilities Assistant | Wipro

Melbourne Australia | October 2017 - June 2019

- Prepared and filed reports with government and regulatory authorities, ensuring compliance with environmental permitting requirements.
- Planned maintenance activities to align with budget limitations, building needs, and operational requirements.
- Coordinated with onsite managers, liaison officers, and outside agencies to ensure safety and preventive maintenance.
- Addressed building emergencies promptly and developed effective solutions.
- Oversaw building improvements to meet tenant requirements and updated facilities.
- Maintained records of payments, vendor pricing, energy usage, and activity reports.
- Managed equipment repair services and office supply inventory.

SKILLS

- **Remote Project Management:** Asana, Monday, WordPress
- **Graphic Design:** Figma, Adobe Suite (Photoshop, Illustrator), Canva
- **Content Management:** Social Media Management, Content Scheduling
- **Tools:** GSuite, Microsoft Suite
- **Video Editing:** Graphic Design, Compensation Strategy Development, Contract Negotiation

EDUCATION AND TRAINING

Certificate in Graphic Design | I Love Creatives

Los Angeles (Expected August 2024)

- Coursework includes Typography, Layout Design, Branding, Web Design, and Illustration
- Design Tools: Figma, Photoshop, Illustrator