

# TAMARA GROZIK

---

415.533.9874 | [tzgrozik@mac.com](mailto:tzgrozik@mac.com) | [tamaragrozik.com](http://tamaragrozik.com) | San Francisco CA

## Experience

### **FREELANCE PRODUCER and SENIOR PROJECT MANAGER | SAN FRANCISCO CA | 2022–Present**

- Multi-faceted producer with impeccable project management skills developed while working on complex and dynamic digital, print, OOH, radio, and video campaigns for a diverse array of industry-leading tech, travel, healthcare, lifestyle, leisure, and finance clients

### **ELEVEN INC. | SAN FRANCISCO CA | 2008-2022**

#### **PRODUCER | 2017-2022**

- CLIENTS: CommonSpirit Health/Dignity Health, Electrify America, Invitae, JSX Airlines, Kraken Rum, Stranahan's Whiskey
- Produced multiple ad campaigns and projects for a portfolio of clients involving print, OOH, digital banners, social posts, and radio
- Managed video post-production teams, including editors, assistant editors, animators, audio engineers, VFX artists, and colorists
- Handled art buying with photographers, illustrators, animators, and stock houses
- Oversaw image retouching and color correction
- Partnered with lead asset manager and head of IT to develop, implement, and manage agency-wide server-based system for tracking all creative assets and files, and then helped train the entire agency and incoming new hires
- Worked closely with creative and project management teams on multi-task projects under tight budgets and strict deadlines

#### **SENIOR PROJECT MANAGER | 2008-2017**

- CLIENTS: Virgin America Airlines, Oakley, Pella Windows, Columbus Meats, Carmel Valley Ranch, Sun Valley, Visa, Square, Coinstar, NetApp, Getaround, XOJET, Mayfield Robotics, Helix, Proactiv, Joint Juice, Union Bank, Eaton Vance, WGU, AAA, Zagat
- Managed many award-winning integrated campaigns from client briefing, through concept development, and on to final delivery by ensuring that they were done in a timely, efficient, and accurate manner
- Maintained a strong understanding of client needs and agency capabilities, ensuring that a diverse array of high-profile and complicated projects were executed successfully and with confidence
- Communicated information, changes, and challenges on projects to all team members, both by leading internal meetings and by frequent personalized check-ins
- Trained new hires and freelancers on agency workflow, processes, and best practices

### **MODEM MEDIA, a DIGITAS COMPANY | SAN FRANCISCO CA | 2005-2007**

#### **SENIOR TRAFFIC MANAGER**

- CLIENTS: Charles Schwab, Sony, Wells Fargo
- Managed all components necessary for the successful execution of a large number of complex projects for a wide variety of clients, from pre-launch planning through post-production archiving
- Developed informed, effective, and detailed schedules that accurately reflected the time, resources, and processes required to complete projects under tight deadlines that met or exceeded client expectations
- Ensured that all team members were regularly apprised of project status, parameters, and goals through clear, concise, and timely communication
- Trained new hires and freelancers on agency workflow, processes, and best practices

### **NATIONAL GUARDIAN LIFE INSURANCE | MADISON WI**

#### **POLICY FORMS SPECIALIST**

- Assisted with product development, drafting of contracts and policy forms, and implementation of a department software system while ensuring relevant regulatory changes were distributed and in compliance

### **BAYSIDE MIDDLE SCHOOL FOR THE ARTS & CREATIVE TECHNOLOGY | SAN MATEO CA**

#### **SENIOR VISUAL ART TEACHER / ART DEPARTMENT HEAD**

- Developed an innovative and specialized curriculum for 7th and 8th grade intermediate and advanced art students with varied backgrounds, skill levels, and needs at an award-winning magnet school while serving as department head and union rep

## Education

### **BACHELOR of SCIENCE–ART EDUCATION | UNIVERSITY of WISCONSIN–MADISON**