



MEGAN PARDUCHO

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RECENT RELEVANT EXPERIENCE

Director of Operations

Eddie Bravo Invitational, April 2014 – Present

- Liaise with athletes, coaches, staff, production, sponsors, and media for high profile jiu-jitsu events that are live broadcast worldwide on UFC Fight Pass, pay-per-view, and online subscription platforms.
- Manage all accounting and profit and loss statements, ensure the company stays within the set six-figure budget per event, approve or deny any received invoices from staff, vendors, or sponsors, and track every payment sent or received through the EBI business account.
- Work with California governing bodies to ensure the event meets all state requirements and that all athletes are properly licensed, and assist in detailed and easy instructions in order for athletes to complete licensure.
- Manage all travel including flights, hotel contract and booking, and transportation for all athletes, guests, media, and staff.
- Compile necessary promotional materials from athletes for distribution to our content teams, prepare all documentation and waivers for competitors, and create bio sheets for each fighter for English and Spanish commentators to reference during the broadcast.
- Schedule domestic and international interviews with talent and media including UFC Fight Pass and internal producers, and hire outside videographers.

Event Manager

Dream Jiu Jitsu, April 2014 – Present

- Answer hundreds of emails that come in daily or weekly through the multiple Dream Jiu Jitsu email accounts.
- Maintain website to include the most updated event information, instructions, procedures, deadlines, and resources.
- Put new systems or rules in place to resolve issues noted in previous events, and record all issues or improvements that need to be addressed before the next event.
- Hire and train all staff and enforce new systems that guarantee punctuality and operational efficiency.
- Advise on strategic scheduling of each tournament to make sure our events do not conflict with other major events already scheduled or not yet scheduled but based on trends from previous years.
- Bi-weekly calls with Event Director to stay on track with set timelines and deadlines.

Marketing Manager

Scorpion Internet Marketing, July 2016 – June 2017

- Managed paid and organic online presence of a home service franchise with over 160 North American locations.
- Consulted multi-million-dollar business owners on effectively positioning their businesses in front of as many potential consumers as possible.
- Stayed up to date on current market trends to strategize new ways of growing each individual location and the brand as a whole.

Sales Coordinator

Rhino Entertainment, *A Warner Music Group Company*, December 2014 – June 2016

- Created and designed extensive sales decks for use in account and corporate meetings to initiate large purchase orders, secure positioning, and generate visibility in major physical and online retail outlets.
- Gathered assets from production, sales, and A&R to manage new release set-up with corporate and in CMS, delivered status updates, and ensured accurate information is received by all departments for each release.
- Daily maintenance of invoice processing including vendor set up in SAP, coding in Ariba, and working with necessary parties to ensure all invoices are paid in a timely manner.

EDUCATION

Bachelor of Arts: Journalism, Public Relations, *Cum Laude*

California State University, Northridge, August 2009 – May 2012

- Psychology minor, multiple-time Dean's List awardee, graduated in three years with honors.

TECHNICAL SKILLS

- Microsoft: Excel, PowerPoint, Outlook, Word
- Adobe: Illustrator, Photoshop
- Video editing: iMovie
- Website creation and basic HTML coding
- Invoicing and payment systems: Ariba, SAP
- Mac and PC systems