



FLORENCE FRIEBE

INTERESTS

Comedy
Rowing
Female centric holistic health
Storytelling
Food

EXPERIENCE

Perlman & Perlman LLP

Administrative Assistant to HR/Marketing/Operations

New York, NY | October 2015 – Present

- Marketing related activities, including contributing to the design and building of the new website, working closely with a team to establish a new CRM system across two remote offices, create and edit client facing materials, both digital and hardcopy
- Assist with any HR related activities, including retirement funds, trainings, health insurance plans and onboarding new hires
- Assist with Operations including pitching and organizing firm events and client gifts, general office organization and maintenance during a recent office move

The Shitshow

Creator/Host | January 2018 – Present

- Established a monthly comedy show that highlights diverse voices and a true variety of talents
- Manage two producers and delegate responsibilities to established a sustainable workflow for the show
- Consistently write and create new material for each show
- Work closely with my co-host to curate the show and create a safe space

Upright Citizens Brigade NY

Work Study Intern | May 2017-October 2018

- Was in charge of audience wrangling at theater for ASSSSCAT 3000, the theater's weekly flagship show
- Worked at theater in exchange for improv and sketch comedy class credits

Warner Brothers TV | HBO "The Leftovers"

Construction Production Assistant | June 2013-August 2013

- Liaison between the onset departments and production office
- In charge of art department time cards and start work
- Given a car for the duration of the project to complete duties and source materials for the art department

CONTACT

864.760.3966
florencekf@gmail.com
florencefriebe.com

EDUCATION

College of Charleston | Charleston, SC
Graduated Summa Cum Laude- May 2010
Bachelor of Science- Religious Studies
Minor- Philosophy

Upright Citizen's Brigade Theater | New York, NY
Advanced Study 2012 - present
