

GRACE MANZO

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Objective

Organized and people-focused communicator with a background in public relations, production coordination, and behavioral health seeking an administrative or entry-level HR opportunity within the New Jersey Motion Picture & Television Commission or NJEDA. Offers strong skills in outreach, scheduling, internal communications, and employee/client support. Passionate about supporting creative industries and public service initiatives through efficient, mission-driven work.



Professional Experience

Freelance PR & Media Coordinator – Remote

Publicity, writing, and event support for film and creative projects

2022 – Present

- Composed press releases, bios, and social content for indie films and festival submissions.
- Scheduled interviews, screenings, and media appearances for directors and talent.
- Coordinated with creative teams to ensure alignment of promotional materials and branding.
- Managed administrative tasks such as calendar coordination, document delivery, and follow-ups with media contacts.

Registered Behavior Technician (RBT) – Achievement ABA, NJ

Behavioral therapy and reporting for children with autism

2024– Present

- Delivered 1:1 behavioral support in home and clinical settings in collaboration with healthcare teams.
- Prepared and submitted detailed documentation for insurance and internal review.
- Developed strong communication, de-escalation, and crisis management skills relevant to HR, case coordination, and employee support roles.
- Maintained confidentiality, HIPAA compliance, and accurate session records.

Administrative Assistant (Temp) – Creative Nonprofit Organization (Remote)

2020 – 2021

- Assisted directors with day-to-day admin, meeting logistics, and calendar upkeep.
 - Managed email correspondence, drafted internal memos, and organized digital files.
 - Supported remote cultural programming and community engagement projects.
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HR & Organizational Development Interest

- Google HR Certificate – Coursera (In Progress)
Studying recruiting, onboarding, workplace culture, and HR systems.
 - Exploring:
 - SHRM Essentials of Human Resources
 - Associate Professional in Human Resources (aPHR) Certification
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Key Skills

- Administrative Support & Scheduling
 - Public Relations & Internal Communications
 - Event & Program Coordination
 - HR Concepts: Onboarding, Documentation, Client Support
 - Reporting & Confidential Records Handling
 - Conflict Resolution & Interpersonal Communication
 - Google Workspace • Microsoft Office • Canva • Trello
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Creative & Cultural Projects

Producer & Actress – “Game On! (Peek-A-Boo!)” (Short Film)

- Managed PR and festival submissions for a horror short that premiered at NJ Horror Con 2025.
- Oversaw pre-production logistics, schedules, and promotional coordination.

Cultural Volunteer – PETA & Planned Parenthood Events

- Supported advocacy campaigns through event check-ins and tabling.
 - Interacted with the public in alignment with values-based messaging.
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Education

B.A. in Communications & Media- Montclair State University

Graduated: 2020

