# KIMBERLY DAVIDSON

## CREATIVE OPERATIONS & PRODUCTION COORDINATION

Houston, TX | 346-430-8344 | in@grlfrmqueenz.com | grlfrmqueenz.com

### PROFESSIONAL SUMMARY

Creative operations and events professional with 20+ years of experience across business ownership, multi-location leadership, marketing, training and client service. Brings Monday.com workflow planning, project intake documentation, vendor coordination and production logistics experience, supported by music production education. Monday.com partner pursuing certification through the Certified Partner Program.

### CORE SKILLS & TECHNOLOGY

Project intake & workflow planning • Scheduling & deadline tracking • Vendor & stakeholder coordination • Budget & expense tracking • Digital documentation • Event logistics • Team training • Creative production

Platforms: Monday.com, SharePoint, Salesforce, HubSpot, Google Workspace, Microsoft Office (Excel, PowerPoint, Word), Slack, Teams, Zoom, Microsoft Forms, Canva Pro and Adobe Creative Suite.

### RELEVANT EXPERIENCE

**Event Marketing Consultant (Contract) | G2 Marketing & Events | 2026**

- Developed an initial event-intake form covering project details, booth requirements, budgets, rentals and purchases, goals and requested dates.
- Built a SharePoint project hub; organized supplier, exhibit-house and labor-vendor research, service frameworks and operational documentation.
- Scoped Monday.com intake, project tracking, resource coordination, reporting and Clockify integration workflows. Secured a three-month enterprise trial; broader implementation was paused by the client.

**Trade Show Coordinator (Contract) | Ascend Learning | 2026**

- Coordinated trade-show logistics, registrations and service requests across multiple education brands, with client communication and CRM documentation.
- Reviewed ExhibitForce task requirements against Ascend’s Monday.com board and identified workflow gaps for event logistics, staffing and documentation.

**Marketing Events Coordinator | Off Duty Management | 2025-2026**

- Coordinated event schedules, vendor communication, booth assets, shipping requirements and onsite logistics across conferences and trade shows.
- Organized project records and staff responsibilities; supported branded materials, stakeholder communication, expense tracking and event follow-up.

### ADDITIONAL OPERATIONS & LEADERSHIP EXPERIENCE

**District / Operations Management | MY SALON Suite**

- Coordinated multi-location operations, vendor events, promotional materials, budgets and stakeholder communication.

**Master Trainer | Pressed Roots**

- Trained and coached stylists using demonstrations, standardized procedures and performance feedback; communicated technical processes and supported onboarding.

**District Manager | Maurices | 2014-2016**

- Led retail operations, staffing, management training, budgets and visual merchandising; developed teams and supported consistent service standards.

### CREATIVE PRODUCTION, EDUCATION & DEVELOPMENT

Independent Producer / Artist - grlfrmqueenz: Develop original music concepts, arrangements and audio deliverables; organize session files, revisions and metadata. Tools include Logic Pro X, Ableton Live, Pro Tools and Serato DJ Pro; experience with AI-assisted music workflows.

The Los Angeles Film School: Bachelor’s degree in Music Production, expected October 2026 | GPA: 3.59.

Monday.com: Partner | Certified Partner Program - certification in progress. Additional: BMI member; licensed cosmetologist; independent business ownership and brand development.