

# GRACE JIEUN KIM

PROJECT MANAGER | PROGRAM & OPERATIONS

+1 714-315-6553 | jieungrace.korea@gmail.com | Los Angeles, CA | Open to relocation to Seoul

Bilingual Korean-English project management professional with 8+ years of experience across media, production, digital content, and live events. Experienced in managing projects from planning through final delivery, coordinating teams and partners, tracking timelines and priorities, and keeping everyone aligned throughout the process. Comfortable managing multiple projects at once, solving problems as they come up, and adapting quickly when priorities change. Strong communicator with a practical, organized approach to keeping projects moving forward.

## CORE SKILLS

- Project & Program Management
- Project Planning & Scheduling
- Cross-Functional Collaboration
- Stakeholder & Client Management
- Timeline & Milestone Tracking
- Risk & Issue Management
- Resource & Vendor Coordination
- Korean-English Business Communication

## PROFESSIONAL EXPERIENCE

**GOOD OBJECT | Post-Production Producer** | Los Angeles, CA | February 2025 - Present

- Manage multiple projects from kickoff through final delivery, building schedules, tracking milestones, coordinating resources, and keeping projects on schedule.
- Serve as a central point of communication between clients, producers, creative teams, and external vendors, keeping stakeholders aligned on priorities, timelines, and deliverables.
- Track project status, approvals, revisions, dependencies, and deadlines across multiple concurrent projects, identifying risks early and coordinating solutions with the appropriate teams.
- Lead review and approval workflows, consolidating stakeholder feedback and translating it into clear next steps for project teams.
- Maintain project documentation and coordinate internal resources and external vendors based on project requirements, schedules, and delivery needs.

**GOD'S IMAGE MINISTRY | Production & Media Manager** | Los Angeles, CA | August 2017 - Present

- Manage recurring media and live-event projects from planning through execution, coordinating schedules, team assignments, resources, content production, and final delivery.
- Coordinate contributors and teams across multiple workstreams, ensuring responsibilities, timelines, and project expectations remain clear.
- Develop and maintain workflows for recurring projects, helping teams stay organized and execute consistently across events and digital initiatives.
- Lead content planning, production, editing, and publishing across social platforms, contributing to audience growth from approximately 2,000 to 95K+ followers.
- Balance multiple deadlines and changing priorities while communicating updates and resolving issues throughout execution.

**KOREAN GOSPEL BROADCASTING COMPANY | Marketing & Social Media Coordinator**

Anaheim, CA | Sep 2021 - Dec 2022

- Coordinated bilingual Korean-English digital content and marketing initiatives across social media, promotional campaigns, video, and live programming.
- Managed content schedules, media assets, publishing workflows, and communication across Korean- and English-speaking stakeholders.
- Supported campaign execution from planning through publishing while coordinating creative assets, deadlines, and deliverables.

**FREELANCE FILM & MEDIA PRODUCTION | Editor / Production Coordinator / Assistant Director**

Los Angeles, CA | 2017 - Present

- Managed logistics and workflows across film, commercial, and digital productions, coordinating schedules, crews, resources, and production requirements from pre-production through post.
- Worked across creative and operational teams to troubleshoot issues, adapt to changing requirements, and keep projects moving against tight deadlines.

## TOOLS & LANGUAGES

- **Project & Collaboration**: Google Workspace, Microsoft Excel, Monday.com, Notion, Slack, Frame.io
- **Media & Production**: YouTube, Instagram, TikTok, Premiere Pro, YouTube Analytics, Instagram Insights, Meta Business Suite, Google Analytics
- **Languages**: Korean & English (Fluent; professional written and verbal communication)
- **Certifications**: Google Project Management Professional Certificate — In Progress

## EDUCATION

**Chapman University | Dodge College of Film & Media Arts**

MFA, Film Production – Editing Emphasis | May 2026

- Advanced training in production management, producing, budgeting, scheduling, editorial workflows, VFX, color, sound, and post-production.

**Biola University** | B.A., Psychology | December 2021