

TARLISHA JOHNSON-LEE

LOS ANGELES, CA | EMAIL: TTJ227@GMAIL.COM | PH: 310-895-8796 | Website: [LinkedIn](#)

PROFESSIONAL SUMMARY

Results-driven administrative specialist with over eight years of experience in nonprofit management and people operations, proficient in crafting efficient support systems and navigating complex documentation. Currently transitioning into the legal sector with a focus on intellectual property and litigation support, committed to leveraging strong organizational skills to enhance the effectiveness of a dynamic legal team.

EDUCATION & CERTIFICATIONS

ALISON | 2022

Diploma in Operations Management

Houston Christian University | Houston, TX | 2015

Masters of Business Administration

Prairie View A&M University | Prairie View, TX | 2011

Bachelor of Arts in Political Science & Sociology

- Awards: Inducted into Pi Sigma Alpha, Political Science Honor Society (Served as Secretary)

PROFESSIONAL EXPERIENCE

Freelance Consultant / Digital Marketing & Admin Support - Finest Brnds

January 2019 - Present | Los Angeles, CA

- Manage high-volume digital campaigns and project timelines for multiple clients, ensuring accurate scheduling, content approvals, and on-time delivery, mirroring the coordination and prioritization required in legal administrative workflows.
- Develop structured systems for digital content management, version control, and documentation, enhancing operational efficiency and clarity across projects.
- Oversee cross-functional communications between designers, editors, and brand stakeholders to maintain consistency, accuracy, and compliance with brand and regulatory guidelines.

Creative Consultant - Wynn Productions & The Power of the Drum film

May 2024 - May 2025 | Los Angeles, CA

- Crafted and supported fundraising strategies and campaign planning for an IP-based independent film.
- Developed deck presentations, community engagement, and grant timelines.

Development Manager - Boston Court Pasadena

March 2023 - March 2024 | Pasadena, CA

- Led the comprehensive planning and execution of donor engagement events, including the strategic management of vendors, venue selection, and internal communication across multiple departments.
- Successfully secured funding from diverse sources through expert grant writing while leveraging digital platforms and social media to expand outreach, deeply engage stakeholders, and drive donor acquisition, thereby strengthening the organization's financial stability.

- Supervised team members and volunteers, held regular one-on-one meetings, and conducted evaluations to support their growth. Assisted in implementing scheduling systems and maintaining organized records.

Social Media Specialist - Ideal Living

January 2021 - December 2021 | Sherman Oaks, CA

- Developed and executed digital marketing and content strategies for five lifestyle brands under Ideal Living, enhancing customer engagement and brand visibility across multiple social media platforms.
- Employed data-driven insights to meticulously monitor and report on marketing campaign performance, achieving optimal ROI and enhanced customer conversion rate.

Legal Operations Manager - Internetbar.org Institute

May 2019 - August 2019 | Houston, TX

- Led operational efforts for nonprofit legal access initiatives, including administration, compliance tracking, and documentation oversight.
- Coordinated grant timelines, team schedules, and partner communications in a fully remote environment.
- Assisted in launching pilot programs for digital justice and access, aligning community needs with legal experts and founders. Managed timelines and produced reports for project delivery.

Venue Manager - Midtown Arts and Theater Center Houston

January 2018 - February 2020 | Houston, TX

- Managed daily operations for a multi-space venue, overseeing ticket inventory, booking logistics, internal scheduling, client relationships, and box office staff to ensure a seamless patron experience and ticket sales.
- Implemented strategic initiatives to enhance the patron experience, including implementing innovative ticketing systems and streamlining venue logistics.
- Supervised operations and front-of-house teams, conducted onboarding and evaluations and ensured the team delivered a consistent and welcoming experience.

LEADERSHIP & LEGAL TRANSITION

Founder, Brown Women Who Create

2019 – Present | Los Angeles, CA

- A community platform for creative and entrepreneurial WOC, leading content and workshops focused on storytelling, funding, and creative careers.

Legal Career Transition

- Registered for the September 2025 LSAT; pursuing roles in legal admin and IP law.
- Developing fluency in legal writing, terminology, and intake processes.
- Passionate about intellectual property, creative rights, and the intersection of law and culture.

CORE SKILLS

Administrative Support/Operations & File Management | Scheduling, Deadline Management, & Task Coordination Across Departments | Document Compliance & Process Optimization | Grant & Proposal Writing | Event & Donor Program Management | Cross-Functional Team Communication | CRM & Workflow Systems (Salesforce, Raiser's Edge, Google Workspace, Microsoft Office, WordPress, & Asana) | Nonprofit Operations & Leadership | Staff Supervision & Coaching (Remote & In-Person) | Excellent Communication, Organizational, & Writing Skills