

PROFESSIONAL BACKGROUND CONTINUED

2018 - 2022
OPERATIONS MANAGER [REDACTED]

Maintained SOPs for all departments, and implemented new company-wide protocols/procedures to streamline communication.

Office management: Managed studio space, coordinated all meetings, course recordings, virtual and in-person events.

Served as the manager of hundreds of live events (10+/week) in the height of the pandemic from booking artists to facilitating the livestream in real time.

Social Media Marketing: Day-to-day maintenance of all social media pages and paid advertising.

2016 - 2020
EXECUTIVE ASSISTANT TO [REDACTED]

Gatekeeper of all communications via phone and email on behalf of [REDACTED]

Calendar management for day-to-day meetings, projects, and nationwide travel/performances.

Managed website, social media posting, fan correspondence, and paid advertising.

Coordinated financial payments to all vendors.

Production assistance for all media projects: music videos, movies, studio album recordings, etc.

SOFTWARE SKILLS

- Microsoft Office Suite
- Google Suite
- Canva
- Teamwork
- Quickbooks
- Lucidchart
- Notion
- Trello
- AirTable
- Slack
- Typeform
- Asana

EDUCATIONAL BACKGROUND

2015 - 2019: University [REDACTED]
Bachelor's of Music (piano) with
Elective Studies in Business

Cum Laude • Distinction in Creativity
Business Administration Minor • Media Studies
Minor • Advertising Certificate

In Progress: October 2022
[REDACTED] Certification

REFERENCES

[REDACTED] previous supervisor
COO & Founder [REDACTED]

[REDACTED] previous supervisor
CEO & Founder [REDACTED]