

# BLAKE BORISOFF

4928 WHISPER LAKE AVE. LAS VEGAS, NV 89131 | (213) 221-5444 | BLAKEBORISOFF@GMAIL.COM

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## INSIDE SALES JOB

DEAR EMPLOYER,

PLEASE ACCEPT MY ENCLOSED RESUME AS AN APPLICATION FOR AN INSIDE SALES JOB AT Z NETWORKS. AFTER REVIEWING THE JOB DISCRPTION, I BELIEVE I HAVE THE KEY ATTRIBUTES AND SKILLS YOU ARE SEARCHING FOR IN A CANDIDATE.

IN MY PREVIOUS POSITION AS AN EVENT PROGRAMMING DIRECTOR AND TALENT BUYER AT CATCH ONE (CONCERT VENUE), I WAS VALUED AS AN INTEGRAL PART OF THE ADMINISTRATIVE STAFF. MY ABILITY TO WORK INDEPENDENTLTLY ALLOWED ME TO EFFICIENTLY COMPLETE MY TASKS IN A TIMELY MANNER AND TO TACKLE REMAINING PROJECTS WITH MINIMAL OVERSIGHT. AN EXAMPLE OF THIS WAS DECIDING THAT THE CURRENT VENUE DECK NEEDED TO BE UPDATED AND REDESIGNED IN ORDER TO ATTRACT A LARGER VOLUME OF CLIENTELE. AFTER PRESENTING THIS TO MY SENIOR ADVISOR, I WAS GIVEN THE OPPORTUNITY TO SPEARHEAD THE PROJECT.

MY PROFESSIONAL EXPERIENCE IN THE LIVE MUSIC INDUSTRY REQUIRED METICULOUS PLANNING AND MY KNACK FOR ORGANIZATION ALLOWED ME TO EFFICIENTLY WORK IN A GROUP OR INDEPENDENTLY. I BELIEVE THAT THIS AS WELL AS MY DRIVE TO ACCOMPLISH ANY PROJECT I AM FACED WITH WOULD MAKE ME AN ESSENTIAL PART OF YOUR TEAM.

SINCERELY,

BLAKE BORISOFF

## CONTACT



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LAS VEGAS, NV 89131

## SKILLS

### HARD SKILLS

PROJECT MANAGEMENT,  
PROFICIENT IN MS OFFICE,  
MAC OS X, PHOTOSHOP,  
WORDPRESS, EMAIL MARKETING,  
GENERAL OFFICE EQUIPMENT  
(I.E. MULTI-LINE  
PHONE SYSTEM, PHOTOCOPIER,  
FAX MACHINES, ETC.)

### SOFT SKILLS

HIGHLY ORGANIZED,  
SUPERIOR TIME MANAGEMENT,  
STRONG WORK ETHIC,  
EXCEPTIONAL WRITTEN AND  
VERBAL COMMUNICATION,  
PERFORMS WELL UNDER PRESSURE,  
ABILITY TO WORK INDEPENDENTLY  
OR WITH A TEAM, STRONG  
LEADERSHIP SKILLS, RESPONDS &  
ADAPTS WELL TO CONSTRUCTIVE  
CRITICISM

## EDUCATION

KEALAKEHE HIGH SCHOOL, HI  
HIGH SCHOOL DIPLOMA

SANTA MONICA COLLEGE, CA  
2007-2009

## INTERESTS



BEAT PRODUCTION



GUITAR



AUDIO ENGINEERING



INVESTING

# BLAKE BORISOFF

## INSIDE SALES JOB

## PROFILE

A MOTIVATED PROFESSIONAL WHO HAS HELD OVER THREE YEARS OF EXPERIENCE AS AN EVENT PROGRAMMING DIRECTOR SEEKING TO UTILIZE MY SKILLS IN THE ADMINISTRATIVE/SALES FIELD. LOOKING TO LEVERAGE MY EXPERIENCE TO GROW WITH A WELL ESTABLISHED ORGANIZATION.

## EMPLOYMENT HISTORY

### CATCH ONE CONCERT VENUE

2017 - 2020

EVENT PROGRAMMING DIRECTOR AND TALENT BUYER | LOS ANGELES, CA

- RESPONSIBLE FOR BRINGING BUSINESS TO THE ESTABLISHMENT THROUGH EVENT BOOKINGS AND TALENT BUYING FOR IN-HOUSE EVENTS
- MADE SURE VENUE'S ENTIRE EVENT CALENDAR WAS ORGANIZED & UP-TO-DATE WITH PROPER INFORMATION
- ENSURED THAT EVENTS WERE PROPERLY ADVANCED
- DELEGATED TASKS FOR OUR MARKETING TEAM AND ADMINISTRATIVE ASSISTANTS
- IMPLEMENTED NEW PROTOCOL AND ASSETS TO HELP STREAMLINE CERTAIN PROJECTS

### LOS GLOBOS VENUE

2016 — 2017

EVENT BOOKER | LOS ANGELES, CA

- ASSISTED VENUE MANAGER IN EVENT BOOKINGS
- CREATED GRAPHICS FOR THE VENUE SUCH AS EVENT FLYERS, BANNERS, MENUS, ETC.

### DRAGONFLY MUSIC VENUE

2015 - 2016

ADMINISTRATIVE ASSISTANT & EVENT BOOKER | HOLLYWOOD, CA

- ASSISTED IN DAY-TO-DAY VENUE OPERATIONS FROM RECEIVING BEVERAGE DELIVERIES TO HANDLING CLIENT PAYOUTS
- ENSURED THAT PROPER HOSPITALITY WAS PROVIDED TO TALENT AND CLIENTS

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## PROFESSIONAL REFERENCES

**MITCHELLE EDELSON** | CEO OF CATCH ONE CONCERT VENUE

(323) 301-8775

MITCH@CATCH.ONE

YEARS KNOWN: 4 YEARS

**LOGAN MARSHALL** | SENIOR TALENT BUYER

(805) 252-8506

LOGANANTHONYMARSHALL@GMAIL.COM

YEARS KNOWN: 2 YEARS

**SIRE JOHNSON** | MANAGER AT LOS GLOBOS VENUE

(949) 521 - 9560

LOSGLOBOSMAN@GMAIL.COM

YEARS KNOWN: 4 YEARS