

# James Miller

## Operations Manager - North Wildwood Shirt Shop

Barrington, NJ - Email me on Indeed: [indeed.com/r/James-Miller/0ed6ce8d5908fb41](https://www.indeed.com/r/James-Miller/0ed6ce8d5908fb41)

Extensive experience in MS Office, with wide skillset in Adobe and other online programs. Concentration in project management and brand building and marketing.

Willing to relocate: Anywhere

### WORK EXPERIENCE

#### Freelance Web Developer

Freelance Web Developer - Philadelphia, PA - mai 2016 până la Present

Full-service web design and development. Brand of creation/recognition and graphic arts provided.

Services include:

- Mobile friendly
- Search engine optimization across all major search engines
- Fully responsive or animated
- All major browser tested
- Graphic design
- Social media sharing optimization
- Proper HTML and image meta tagging
- Favicon
- App creation
- Web hosting
- Photo / Video retouching

Some examples of my work:

[www.audeze.com](http://www.audeze.com)

[www.onit.co](http://www.onit.co)

[www.kolossalartistmgmt.com](http://www.kolossalartistmgmt.com)

#### Artist Co-Manager

Kolossal Management (Artist Management Co.) - august 2009 până la Present

Create and implement marketing and branding strategies, oversee merchandise development, handle endorsement outreach, and manage all fiscal transactions and documenting.

#### Operations Manager & Digital Printing Specialist

North Wildwood Shirt Shop - mai 2006 până la Present

Manage all incoming orders, compile purchase forms, stock inventory, generate employee schedules, and document all invoicing and order info. Orders printed via Brother(TM) GT-3 & GT-541 Series Printers and Hotronix Heat Presses

#### Volunteer

South Jersey Special Olympics Aid - 2005 până la Present

Run event on schedule, organize spreadsheets for teams and encourage athletes through constructive criticism. Events run twice a year.

**Project Manger**

Mad Dragon Records - septembrie 2011 până la iunie 2012

Liaised between artists and record label. Handled contracts and A&R submissions for "Making Moves, " a curated series of 7" single releases by emerging artists. Directly oversaw the series' artwork.

**Booking Agent**

Bantic Media - septembrie 2011 până la iunie 2012

Routed nationwide tours for artists, completed offer sheet contracts, and negotiated guarantees via contract through cold-call outreach to talent-buyers.

**Music Counselor**

South Jersey Special Olympics Aid - iulie 2011 până la august 2011

Taught children age's 5-12 daily about basic concepts of music, music appreciation, and music theory.

**Assistant Production Manager**

98.7 the Coast (Coastal Broadcasting) - iunie 2009 până la octombrie 2009

Shot TV commercials and remotes, aided with pre/post production, and edited film for Jersey Shore Magazine. Assisted with audio production and recording radio commercials for 98.7 FM "the Coast."

**Teen Pep Counselor**

South Jersey Special Olympics Aid - septembrie 2007 până la iunie 2009

Organized and implemented peer-to-peer quarterly workshops and Q&A sessions to high-school students and parents covering topics such as sexual education and peer pressure.

**Assistant Music Director**

Collingswood Youth Theatre - ianuarie 2004 până la iunie 2009

Organized and transcribed minor parts of the score. Pit guitarist and Assistant Vocal Director.

**EDUCATION****Bachelor of Science in Music Industry w/ Business**

Drexel University

2008 până la 2012

**SKILLS**

Adobe Photoshop (3 years), Adobe Illustrator (5 years), Presi Presentation Software (3 years), Google Analytics (2 years), Google Drive Softwares (4 years), Google Adwords, Inksoft, Invoicing (5 years), Javascript (1 year), Data Entry (8 years), Database Management (2 years), Data Analysis (3 years), Wordpress (4 years), Word (10+ years), Excel (10+ years), Power Point (10+ years), Logic Pro (4 years), Pro Tools (1 year), Final Cut Pro (2 years), Microsoft Office (10+ years)

**LINKS**

<https://www.linkedin.com/in/jaymillernj>

**CERTIFICATIONS/LICENSES****Microsoft Office Specialist**

mai 2011 până la Present

#### GROUPS

##### **Skate4Cancer**

2010 până la Present

##### **KeepABreast**

2010 până la Present