

CASIE

how to catch me:

+ 320-309-9433

+ cds.lynch@gmail.com

lynch

experience

Audiofile Engineering - Web Development Intern

February 2014 - Present

+ Assisted with website creation/upkeep using CSS and HTML and minor JavaScript updates.

Peterson Milla Hooks - Project Manager

January 2012 - November 2013

+ Managed all the employees working on my accounts; the AE's, creatives, studio, producers etc. I did this by creating realistic schedules, keeping lines of communication open between all parties and making sure everyone was well informed of the project's status.

+ I helped write content for the Kmart and Children's Hospital accounts. Ranging from coming up with original ideas, contributing different perspectives for current ideas or tweaking and editing final content.

+ Double-checked all content to make sure that everything was present, consistent and correct before it was sent to the client.

The Fattenin' Frogs – Band Member & Media Contact

2010-2012

+ I played violin, guitar and sang. I continue to play these instruments and the piano, for other projects.

+ I built our network, booked and promoted shows, coordinated schedules and wrote press releases. I helped increase show attendance, public awareness and social media presence.

> Opened for nationally touring, Grammy-nominated band, The Infamous String Dusters.

> Featured on MPR's Art Hounds.

Graves 601 Hospitality – Reservations & Front Office Agent

2007-2012

+ I handled multiple phone lines, made reservations, directed calls to appropriate managers and answered questions about the hotel in a professional, efficient and friendly manner.

+ Worked directly with travel agents and group contacts to set up reservations, billing details and awarded commission.

+ I created the social media position to help increase visibility and sales for the hotel, Bradstreet Craftshouse and Cosmos Restaurant.

> Gained 1,234 new followers on Twitter and 802 "likes" on Facebook for the restaurants and hotel.

Mr. Chan Presents – Intern

2009 - 2010

+ Assisted the owner with daily administrative tasks, updating contract folders and the Pollstar website and handling sensitive material not publicly available.

Suburban Home Records & Distribution – Intern

2005-2007

+ Assisted the owner, completed online store logs, mail-orders, promotional packages with multiple website upkeep (Myspace, tour dates and artist information).

Time Magazine's Person of the Year - Co-recipient

2006

+ Received as many Oscars® as Leonardo DiCaprio.

education

+ University of Minnesota

+ Bachelor of Arts:

Journalism - Mass Comm

+ May 2011

+ GPA - 3.0