

21 MIDLAND STREET
COLD SPRING HARBOR, N.Y. 11724
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(631) 942 - 9314

EDUCATION

Indiana University, Bloomington, IN

School of Public and Environmental Affairs

Bachelor of Science in Arts Administration

Major: Arts Management; Minor: Entrepreneurship/Small Business Management; Cumulative GPA: 3.07

RELATED EXPERIENCE

- Rewind Records** **Bloomington, IN** **8/25/2014- Present**
Head of A&R (intern) for Aaron Chandler Talent: (*Elephant Quiz, Forest Rambler, Before the Streetlights, -*)
- Scout for talent at shows and online looking for artists to record that fit criteria, effectively increasing artist roster
 - Conduct sales with artists outside of criteria for other services (practice space, prepaid demos, production, etc.)
 - Assist in CD manufacturing and distribution, stocking CDs at local stores and selling products at shows
 - Provide support to artists from signing to release date through to end of promotion period, assist in live event booking, promotion, and management
- ATC Management** **London, UK** **1/13/2014 – 4/19/2014**
Intern for Jan Hewitt and Sumit Bothra Talent: (*Brother & Bones, Fink, The Staves, Ethan Johns, PJ Harvey*)
- Maintained merchandise accounts, documenting sales, stock-taking, and selling products at shows
 - Archived information for royalty distribution through BMG, and organized materials for PRS
 - Assisted in the maintenance of online presence of artists, consistently updating product files for online sales
 - Organized logistics for U.S & European tours, planned and sourced travel and hospitality options based on budget and worked with talent at shows when possible
- Ghost Crew Events & Booking** **NYC, NY** **6/5/2013-1/7/2014**
Intern for Alan Gibson
- Corresponded with press, blogs, and other media outlets to promote events and merchandise
 - Developed and directed fundraising campaign through Indiegogo, increasing company funds
 - Scouted venues for live events, collaborated with promoters and audio/visual artists on production logistics
- Alpha Pack Records, LLC.** **Bloomington, IN** **9/1/2012-5/20/2013**
Marketing Department; CEO Kadeem Goddard Talent: (*Jayali, Anna Marie, Corporate Boy, Seven, Tinman*)
- Managed artists working to develop talent, and create concepts, outlines, and timelines for projects and releases
 - Budgeted funds for live events, managed ticket sales and maintained accounting records
 - Enlisted partners and sponsors for monthly events, increasing financial support and community awareness
 - Recruited and managed street team to promote artists and events locally
- Back In the Game Entertainment, Inc.** **NYC, NY** **5/2012- 8/2014**
Intern for Anthony Butler, ("A.B.") Talent: (*J.B Smoove, Lil Jaxx, The Cranberry Show, Elan Luz Rivera*)
- Developed and maintained company website, increasing web traffic and web presence
 - Helped brainstorm promotional campaigns and music video concepts as well as layout plan, budget, and timeline
 - Corresponded with radio stations and magazines to distribute music, videos, and other promo/press kits
- Violator Records/Primary Wave Management** **NYC, NY** **5/2012- 8/2012**
Summer Intern for Chris Lighty Talent: (*50 Cent, Busta Rhymes, Diggy Simmons,-*)
- Maintained records for meetings and attended listening sessions with other managers
 - Organized management information for artists, product lines, and promotional campaigns and distributed it to other professionals within the company
 - Collaborated with A&R professionals, producers, and music publishers to launch new projects and secure endorsement and sponsorship deals

SKILLS

- A&R, artist development, music management, live event booking
- Computer Skills: Microsoft Excell, Microsoft Access, Wordpress, Topsis, Musicglue, social media