

Edward Spinelli

Program Coordinator

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Edward-Spinelli/9c425f9e660e6db4](https://www.indeed.com/r/Edward-Spinelli/9c425f9e660e6db4)

WORK EXPERIENCE

Program Coordinator

THE PHILADELPHIA REAL ESTATE COUNCIL - Philadelphia, PA - April 2015 to April 2016

Planned formal quarterly meetings, Board of Directors meetings, and annual golf outing for highranking executives in the MidAtlantic Commercial Real Estate Sector.

- Coordinated with the organization's roster of over fifty member companies to ensure all accounts were kept up to date and that all annual dues were paid in a timely fashion.
- Maintained organization's webpage by creating new member user names and passwords, updating public member roster, and creating marketing material for upcoming events via scheduled mass emails.

Executive Assistant

THE PHILADELPHIA REAL ESTATE COUNCIL - Philadelphia, PA - April 2015 to April 2016

Arranged meetings, performed personal tasks, and completed administrative responsibilities on behalf of Founder and Managing Partner, Andrew Benioff.

- Acted as unofficial IT support for office by providing computer troubleshooting to company directors and by designing layout for Ethernet and WiFi utilities upon move to new office space.
- Managed office needs including conference room scheduling, multiline phone system configuration, and paper/food supply orders.

Webmaster and Event Coordinator

THE PHILADELPHIA REAL ESTATE COUNCIL - Philadelphia, PA - April 2015 to April 2016

Designed Wordpress pages and arranged programming content on website for Independent Lodging Congress, a nonbrand hotel and lodging conference held annually in New York City.

- Implemented new method for event registration in response to complaints and feedback resulting from postevent survey from 2015's conference.
- Corresponded with event speakers and their assistants to arrange over a dozen separate conference calls,

each with 6 to 8 required participants, to plan event panels, topics, and programming.

Audio Production Intern

PHILADELPHIA POST - Philadelphia, PA - June 2014 to April 2015

Collaboratively produced foley and sound effects for film and television projects, including a feature length independent film and documentary.

- Performed front desk reception and provided client services for producers, directors, and voiceover talent.

Studio Intern

WILD WOODS, INC - Los Angeles, CA - January 2013 to September 2013

Oversaw media archival, created spreadsheet database for catalogue of archived productions.

- Assisted with reception desk, including intake and distribution of source materials for clients and producers.

EDUCATION

Bachelor of Science in Music Industry

DREXEL UNIVERSITY - Philadelphia, PA

June 2014