

CANDICE AMAN
candice.aman@gmail.com
310.803.7677

WORK EXPERIENCE

Robertson Schwartz Agency/ Stand Up To Cancer, Santa Monica, CA

Marketing/ Merchandising Intern: May 2012-Present

Responsibilities: Conduct marketing outreach and research for entertainment philanthropic events such as, Stand Up 2 Cancer, MLB All-Star Week, etc. Provide event assistance and help with the inventory for SU2C merchandise.

KXSC Radio, Los Angeles, CA

Live Show Producer: May 2012-Present

Responsibilities: Book bands to play at USC every Friday, facilitate logistical communication with artist management, coordinate with the Live Show team to host and interview the bands on-air, maintain the social media for the program.

Sales Director: August 2011-May 2012

Responsibilities: Acquired underwriters and created partnerships with businesses for the student-run radio station. Headed the sponsorship department for KXSC Fest, an annual all-day music and arts festival, at USC.

Neon Tommy, Los Angeles, CA

Senior Arts Editor: May 2011-Present

Staff Reporter: September 2010-April 2011

Responsibilities: Manage a staff of writers, send out weekly pitch lists, edit articles, and maintain relationships with PR firms for the most-trafficked, online-only university publication in the nation. Wrote and reported on entertainment, lifestyle, and political stories for USC's digital news outlet.

TeAda Productions, Santa Monica, CA

Marketing/Outreach Intern: May 2011-August 2011

Responsibilities: Built and maintained the media presence for a non-profit arts organization through marketing and outreach tactics.

USC School of Architecture, Los Angeles, CA

Clerical Assistant: Sep. 2010-June 2011

Responsibilities: Provided general administrative support, conducted research about other architecture programs, assisted with open house and/or orientation events and organized admission portfolios and application materials.

Macy's, Torrance, CA

Seasonal Sales Associate: Nov. 2009-Jan. 2010, Nov. 2010-Jan. 2011

Responsibilities: Provided excellent customer service to make sales, managed the cash register, and helped to stock and organize the merchandise.

Palos Verdes Engineering Company. RPV, CA

Clerical Assistant: March 2008-April 2009

Responsibilities: Basic clerical work such as answering the phones, filing, organizing the office, and provided administrative support to the other employers. Had the opportunity to interact with clients.

Score! Educational Center, RHE, CA.

Academic Tutor: June 2007-October 2008

Responsibilities: Tutored kids from grades pre-kindergarten to 8th, updated parents about their children's progress, answered phones and other clerical work.

SPECIAL SKILLS

Language Skills:

-Fluent in Indonesian, conversational in Mandarin Chinese and Spanish

Computer Skills:

-Proficient in Microsoft suite, Final Cut Pro, Premiere, Photoshop, Flash Catalyst, Dreamweaver and most Apple and Windows Software

-Moderate in Adobe In Design and Illustrator

EXTRACURRICULARS

-Radio DJ of weekly music show called *Dipped in Gold*

-Lifestyles writer for the school's newspaper *Daily Trojan*

-Editor in Chief of award-winning high school newspaper *The Pen*

-Vice-president of human rights organization Amnesty International (High School Chapter)

EDUCATION

University of Southern California, Los Angeles, CA

Bachelor of Arts, Major in Print and Digital Journalism

Minor in Digital Studies

Expected Graduation: May 2013

Palos Verdes Peninsula High School, Rolling Hills Estates, CA

Graduation: June 2009

REFERENCES

Jennifer Park

Former Supervisor

(213) 740-2420

jenpark@usc.edu

Marc Cooper

Current Supervisor

Marc.Cooper@usc.edu