

VICTORIA N. PEREZ

Chicago, IL vperez0097@gmail.com (815)-263-4561

Soon to be DePaul graduate, experienced in event coordination, project management, artist relations.
Trained in digital marketing, excellent team player, adaptable. Works well under pressure.

EDUCATION

DePaul University, Chicago, IL
June 2019
Bachelors of Science in Marketing
Minor in Music Business
Honors College
GPA 3.2/4 ; Dean's List

SKILLS

- Microsoft Suite
- Project Management
- Event Coordination
- Social Media Strategy

ACHIEVEMENTS

- Honors Program Scholar Status
- A. Franklin Pilchard Scholarship
- Academic Excellence Kellstadt Marketing Center Scholarship
- Dean's Scholarship

EXPERIENCE

DePaul University Office of Student Involvement; Chicago, IL

Marketing Assistant for Programming and Social Media

August 2018- Present

- Help create and execute social media strategy to market signature events for Facebook, Twitter, and Instagram
- Represent the Office of Student Involvement at orientation programs, admission visit days, and other OSI events

Lincoln Hall-Schubas; Chicago, IL

Music Department Intern

January 2018-Present

- Serve as point of contact for artist and crew day of show
- Fulfill riders, facilitate buyouts, and record transactions for smooth settlement between security and artist
- Serve as in house merchandise associate as needed, includes tracking sales and collecting house percentage of sales

DePaul University CPE Office; Chicago, IL

Student Assistant

July 2016- July 2018

- Completed a variety of business administration tasks including data entry, financial reports, and scheduling
- Assisted in registration and provided customer service to students via phone, e-mail, and in person meetings

Cumulus Media ; Chicago, IL

Promotions Intern

May 2017- August 2017

- Promoted the Cumulus stations (101WKQX, 97.9 The Loop, and WLS AM-FM) at at least 2-3 events per week
- Assisted in contest coordination by contacting listeners to confirm prize information
- Provided switch board relief to front desk as needed

DePaul Activities Board; DePaul University Chicago, IL

President

March 2017- June 2018

- Directed leadership team of 13 other student leaders in the event planning, marketing, and execution process
- Worked with director of finance to create event approval criteria, lead hearings of event submission requests

Community Coordinator

June 2016- May 2017

- Planned and executed up to 5 events per quarter or up to 196 students both on and off campus
- Lead bi-weekly meetings with a committee and attend up to 6 meetings per week
- Strategized social media and marketing ideas for various committees , communicate with contacted vendors

