

VICTORIA PEREZ

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.

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Experience

Day of Show Hospitality -Lincoln Hall Schubas Tavern

Chicago, IL - October 2018-Present

- Serve as point of contact for artist, manager, and crew day of show
- Prepare green room and ensure a smooth show experience for artist
- Shop rider and maintain specific budget for the night
- Serve as in house merch seller, including tracking inventory and sales

Music DePartment Intern-Lincoln Hall Schubas Tavern

Chicago, IL January 2018-October 2018

- Crosschecked upcoming show list with our website
- Created "tonight" posters set times according to production schedule
- Schedule ticket giveaways and day-of show posts for Twitter and Facebook

Marketing Specialist-DePaul University, Office of Student Involvement

Chicago, IL - July 2018-Present

- Serve as social media marketing liason for 350+ student organizations
- Engage the DePaul community via on campus event programming
- Oversee social media calendar and schedule posts via Hootsuite

Admin Assistant-DePaul University, Continuing &Professional Education

Chicago, IL - July 2016-July 2018

- Managed main telephone line and email for department
- Coordinated appointment schedule for program managers
- Compiled mailing list and sent out certificates at end of each course
- Maintained confidentiality of student records

Promotions Intern-Cumulus Media (101WKQX, 97.9 The Loop, WLS AM-FM)

Chicago, IL - May 2017-September 2017

- Represented Cumulus stations at at least 2-3 promotinoal events per week
- Assisted in contest execution and winner correspondence
- Provided support for meet and greet events in *The Lounge*

Education

DePaul University-Chicago, IL

June 2019

BS- Digital Marketing

Minor in Music Business

Honors College

GPA 3.2/4 ; Dean's List

Skills

Microsoft Suite

Project Management

Event Coordination

Social Media Strategy

Basic Illustrator

Basic Photoshop

Basic Web Design

Activities

DePaul Activities Board

President

Event Coordinator

FEST Security Assistant

DePaul Honors College

Student Mentor

Certifications

Twitter Flight School

Google Ad Fundamentals

Google Ad Search

Google Analytics IQ

Live Event Experience

Lollapalooza Chicago

Vans Warped Tour

101 WKQX Pigniq

Merchandise Management