

Chicago, IL 60609, 312-796-4391, orangesweaterco@gmail.com

#### PROFESSIONAL SUMMARY

### Professional Summary

Dedicated professional with demonstrated strengths in customer service, time management and trend tracking. Good at troubleshooting problems and building successful solutions. Excellent verbal and written communicator with strong background cultivating positive relationships and exceeding goals.

#### **SKILLS**

- Microsoft Office Microsoft Outlook
- Complex Problem Solving
- Employee Engagement
- · Communications and Media Time · Critical Thinking Management
- Project Management
- · Ms Office
- Supportive Care
- Customer Engagement Strategies

Excellent Communication

#### **EXPERIENCE**

**Background Actor** March 2021 - Current

4 Star Casting, Inc | Chicago, IL

- · Prepared for roles with character development, line memorization and in-person coaching on optimal delivery.
- Networked and supported fellow actors to maintain positive industry reputation.
- Met directors' creative vision and intent of scripts with skilled delivery.
- Promoted productions by giving interviews about plays or movies.

Chief Executive Officer

April 2019 - January 2022

Orange Sweater & Co | East Lansing, MI

- Planned and managed fundraising efforts to generate funding for company initiatives.
- Established and maintained professional relationships with customers, public and private sectors within community.
- · Created alliances with other organizations to promote growth and productivity.
- · Represented organization during events, meetings and programs.

Studio Intern

Dunn Ruff Ent | Chicago, IL

- Assisted in studio recording sessions Participated in mixing and mastering of tracked songs
- Kept work area organized and clutter-free
- Resolved technical problems by diagnosing issues and taking corrective actions.
- Met presentation objectives with knowledgeable section of formats, mediums and content within budget constraints.

A&R Director April 2011 - June 2015

Dunn Ruff Ent | Chicago, IL

- Oversaw the business affairs of numerous clients, including arranging travel to engagements
- Developed strategies to improve clients' performance and their careers
- Assisted with planning and implementing successful marketing campaigns.
- Preserved customer loyalty by quickly and completely resolving complaints.

# **EDUCATION**

Associate in Arts (A.A.) - Music & Audio Production SAE Institute, Chicago, IL

December 2023

Music Industry Essentials
The Clive Davis Institute Of Recorded Music

NYU TISCH X BILLBORD, New York, NY

## ADDITIONAL INFORMATION

• professional driven to launch a long-term career in the music industry. Brings valuable experience from internships with both independent and major record labels.