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Profile

USE THIS SECTION TO COMMUNICATE YOUR KEY AREAS OF INTEREST

Expertise

- Negotiation skills
- Online community building
- Social media
- Data research

Employment (examples below...)

Anon Management (who do this company manage? Add notable artists)

Add the web address or links to some of your work if applicable. E.g. Blogs/ artwork... anything that makes your CV come to life

Whilst working at Anon Management I was required to undertake a number of different roles and tasks, such as:

- Digital Marketing
I was responsible for promoting artists social media sites with relevant news
- Digitally creating, filing and saving photos, press releases and biographies onto shared drives.
- P.A. / Receptionist
This role required the screening of phone calls and post, helping with the arrangement of the MD's diary, busy meeting schedule and travel arrangements, and looking after visitors for the company
- Daily Admin/office tasks such as filing away promotional samples and organizing the CD catalogue cupboards.

Function Band Agency (Enter the actual name of the company)

Add the web address or links to some of your work if applicable. E.g. Blogs/ artwork... anything that makes your CV come to life

I have worked as an office administrator for Function Band Agency for two years. This involved general administration/office tasks such as;

- Liaising with prospective clients either in person or via email or telephone
- Mailing out brochures and promotional material to clients
- Dealing with invoices and payments for the business, making sure payment deadlines were met.
- Updating schedules and diary's on Google Calendar and Microsoft Excel
- Liaising with and booking musicians to make up the bands for each function / event
- Negotiating band contracts with the clients to ensure that both parties (musicians/ client) are in agreement with the terms and are aware of what is expected of them.

Any jobs whilst studying?

Whilst studying for my degree I worked at on a part time basis this allowed me to develop excellent time management skills. My responsibilities included:

- Handling cash
- Maintaining a high level of customer care

Work Experience

Festival? Charity?

Give some information about your responsibilities...

Additional Information

- I am accomplished in pro tools
- I have a full clean drivers license
- Whilst at university I was given the opportunity to be a student representative. As a student rep I was responsible for listening to my fellow students and taking their comments/ suggestions into meetings with course leaders.
- With music being a true passion of mine my hobbies include playing guitar and regularly attending gigs and festivals.

Education

Year	Level	Grade	Institute

REFERENCES AVAILABLE ON REQUEST

Thank you for you time