

## EDUCATION

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### **Middle Tennessee State University, 2015**

Murfreesboro, TN

B.S. (in progress) Recording Industry - Audio Production GPA: 3.8

I am expected to graduate in May of 2015.

### **Columbia College Chicago, 2011**

Chicago, IL

B.A. Marketing Communications GPA: 3.2

## EXPERIENCE

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### **Associate Financial Advisor/Administrative Assistant**

*January 2011 to August 2013*

Optimal Wealth & Investments Inc., Naperville, IL

- Assist with client meetings
- Assisted with making trades in client accounts
- Assisted with the drafting of the company newsletter
- Performed assorted odd jobs around the office
- Series 7 & 63 certified
- Health and life insurance licensed

### **Account Executive**

*May 2010 to December 2010*

Elton Digital, Chicago, IL

- Assisted with multiple forms of digital marketing
- Managed client social media and other online accounts.
- Wrote blogs for customers
- Served as contact person for clients

### **Sales Associate**

*May 2009 to December 2009*

Hot Topic Inc., Lombard, IL

- Assisted customers within the store
- Ran the cash register
- Performed inventory checks
- Cleaned, organized, and stocked the store

## INDUSTRY RELATED SKILLS

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- Pro Tools
- Ableton Live
- Mac & PC
- Songwriting experience
- Understanding of music theory
- Guitar, piano, clarinet, & trumpet
- Experience recording/producing local artists, friends, and personal projects in my home studio.
- Assisted running live sound for small venues and local acts.

## PROFESSIONAL AFFILIATIONS

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- AES (Audio Engineers Society MTSU chapter)
- Recording Academy (Grammy U)
- Omega Delta Psi (Recording Industry Fraternity) - VP of Audio Production
- Tau Sigma National Honors Society