
MUSIC PRODUCTION ASSISTANT RESUME

Objective:

Seeking the Music Production Assistant position where I can apply my experience and efficiently contribute to the company's growth.

Summary of Skills:

- Profound knowledge of current music
- Remarkable experience in organizing and conducting music events
- Sound organizational and time management skills
- Ability to work independently and responsibly
- Ability to work collaboratively with multiple people and organizations
- Ability to work within deadlines and problem solve

Work Experience:

Music Production Assistant
First Presbyterian Church, Goffstown, NH
August 2005 to till date

- Maintained contact with record and distribution companies on a regular basis.
- Developed and distributed a regular play list to record companies.
- Coordinated processing and previewing of new music.
- Maintained communication with disc jockeys and announcers.
- Participated in a weekly meeting of the music selection committee.

Music Production Assistant
Sunny College at Fredonia, Goffstown, NH
May 2000 to July 2005

- Attended all staff meetings and departmental training sessions as scheduled.
- Organized underground Coffeehouse Concert Series, and Special Events.
- Coordinated with event coordinators.
- Evaluated the strengths and weaknesses of the branding and marketing efforts.
- Developed promotional material and items.

Education:

Associate degree in Music
University of Florida, Gainesville, FL

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