# MIRANDA PERALTA

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## EMPLOYMENT HISTORY

### General Manager

Feline Jewelry Studio | June 2021 - January 2022

Arranged a visually pleasing display of the products to make the browsing experience more pleasurable to the customer. Analyzed sales data and customer patterns to create sales plan that influence product restocking and new products. Written copy for emails using Mailchimp services, designed email layouts. Worked collaboratively with sales team to assist customers through their purchase decision process. Providing the customer with accurate information about the product to meet their needs with clear communication and quick problem solving.

### Sound Design Team Leader

Drexel University Audio Post Crew | October 2019 - June 2020

Delegated tasks for team members and established communication for effective teamwork. Created music, sound effects, and ambience to match the game's concept and style within given deadlines. Offered insight on team progress to steer team toward achieving creative goals on schedule. Collaborated with other project leaders using Google Drive to keep files organized and email communication. Produced and mixed demos and tracks in Ableton Live 10 and Logic Pro X. Mastered team's files to create a cohesive sounding score.

### Executive Producer

Rozarie Productions | June 2020 - Present

Creates and implements content creation strategy including overseeing all facets of production of music, podcast, and blogging projects. Produces a podcast from writing and researching ideas, recording, editing, distributing, and creating social media content on a biweekly schedule. Conducts extensive market research to shape the direction of these projects. Organizes an effective schedule to meet deadlines. Prepares files for distribution by ensuring the files were the correct size and format. Creates graphics and artwork to match the concept of the project. Manages social media accounts including Instagram, Tiktok, and YouTube.

### Administrative Intern

JAMBOX Entertainment Studios | June 2019 - September 2019

Communicated with clients via phone and in person to schedule studio sessions. Maintained Google Calendar and coordinated with team about scheduled sessions. Created image and video content for social media and planned posts using HootSuite. Wrote, designed, and sent out emails using Aweber services. Edited informational videos and interviews for studio YouTube channel in collaboration with the team using iMovie, Final Cut Pro, Logic Pro X and Pro Tools. Created YouTube thumbnails and other visual content using Canva.

## SKILLS AND ABILITIES

- Digital Audio Workstations; Logic Pro X, Ableton Live 10, Pro Tools
- Music and Audio editing, mixing, mastering
- Photo editing software: Adobe Photoshop, Canva, Picsart.
- Video editing software: iMovie, Final Cut Pro, Tiktok and Instagram built in editor
- Project Management systems: Asana, Trello.
- Social media management including Instagram, Facebook, Tiktok, YouTube, and more
- Adobe Suite including: Photoshop, Indesign, Illustrator.
- Google Suite and Microsoft Office.

## ACADEMIC PROFILE

### Drexel University

B.S. in Music Industry, Class of 2021.

- Graduated Magna Cum Laude, GPA 3.70
- Dean's List Recipient
- Concentration In Recording Arts and Music Production
- Minor in Business Administration
- Minor in Music Theory and Composition
- Member of All College Choir
- Student Leader, Audio Post Crew
- Desk Assistant, Caneris Hall: Residential Living employee
- Grammy U Member