DeJoiré Hall (864) 309-3875 | dejhall@gmail.com | Athens, GA

Experienced project manager transitioning into fulltime creative career.

Amsive (formerly SourceLink) | Greenville, SC | 2018 – 2021

Project Manager for an omnichannel marketing firm.

- Planned, executed, and finalized Diamond award-winning direct mail and digital marketing campaigns for clients in healthcare and finance verticals; Primary point of contact for the client, ensured that all aspects of the project were fulfilled correctly and on time.
- Developed, organized, and managed, both internal and client-facing timelines for deliverables and project execution; proactively communicated with all parties and facilitated team meetings necessary to reach goals and managed demanding client timelines for projects; Instructed cross-departmental execution of projects from creation to closing, including invoicing.
- Executed change management process; Maintained robust knowledge of customer requirements and kept detailed, accurate records of changes to client processes; Mitigated client issues, effectively following escalation procedures on any issues that may arise; Providing reports as requested by clients

MAMM Productions | Douglas, GA | 2015 – 2021

Production Assistant

- On call travel production assistant for cinematographer; Constructed sets, oversaw transportation and set up of equipment, distributed scripts and call sheets, booked photographing locations, and other various roles on location.

Athens Land Trust | Athens, GA | 2017 – 2018

Project Coordinator

- Contracted to initiate, plan, execute, and monitor all aspects of the West Broad community cookbook project including but not limited to scouting participants, scheduling and conducting participant interviews, scheduling photography sessions, budget management, promotions for the cookbook, correspondence with partners, conducting community feedback surveys, coordinating events, writing and editing.

RED Entertainment | Atlanta, GA | 2014 – 2015

Intern

- Coordinated Meet & Greet events for artists.
- Training and experience in production management, coordinating elements such as audio, staging, lighting, power, and logistics; tour management; marketing and promotions.

Education and Affiliations

Tweed Recording Audio Production Academy, Athens, GA, Music Production Certificate, 2022.

- Audio Recording & Production - analog and digital recording for music, film and television; signal flow; mic placement; synchronization and sequencing for music programming and automation; non-linear recording, editing and mixing; MIDI; Sound Design
- Music Business- contracts, copyrights, publishing, licensing and record label infrastructure Troubleshooting/Maintenance- basic electronics; soldering; computer hardware maintenance and installation

Georgetown University, Washington, DC, Bachelor of Science in Biology of Global Health. 2012.

Professional Development

- Project Management Core, Greenville Technical College, November 2019
- Infection Prevention Expert, Academy of Cleaning Excellence, May 2021
- OSHA 30 - General, American Safety Council, September 2021

Technical Skills

- Software: MS Office (Excel, PowerPoint, Word), ProTools, Ableton Live, Industry-standard plugins
- Languages: Spanish (conversational); Portuguese (basic)