DANA EISENHAUER

Los Angeles, CA
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Soundcloud.com/LACONYmusic/tracks

EDUCATION

BERKLEE COLLEGE OF MUSIC, VALENCIA CAMPUS September 2021 – Present
Master of Music, Music Production, Technology, & Innovation degree candidate; anticipated completion July 2022

UNIVERSITY OF COLORADO, BOULDER – Leeds School of Business August 2011 – May 2015
Bachelor of Science in Business Administration majoring in Marketing
Certificate in Music Technology

WORK EXPERIENCE:

Meta (Facebook), Menlo Park, CA July 2020 – July 2021
Associate Audio Producer

- Managed voice production campaigns by doing the following: copy-edited scripts, clarified and secured necessary assets, established timelines, and managed expectations for production and client services teams
- Trained sound designers, internal team, and partner teams on new production, calendar, and collaboration tools
- Analyzed existing protocols/systems, collected data points, identified issues, and provided creative solutions to streamline and structure scalable workflows

Airbnb, San Francisco, CA February 2020 – May 2020
Production Coordinator

- Supported producers by onboarding freelancers and moving SOW's through legal department
- Assisted creative team by researching hosts and locations, and cleared photos and artwork for company use
- Owned internal UX design deliverables tracker by maintaining and managing all photo and video assets

Heat, San Francisco, CA April 2019 – September 2019
Business Affairs Coordinator

- Served as the point of contact for all music licensing requests and assisted in research of underlying rights and location of legal materials
- Produced quarterly music series (similar to NPR's "Tiny Desk Concert"), bringing in both local independent artists and signed artists from large labels like Warner, Universal, and Peer Music

Intel – Agency Inside, San Francisco, CA March 2018 – December 2018
Production Coordinator

- Organized experiential music events in high energy, fast-paced environments, hosting artists such as Toro Y Moi
- Coordinated travel visas & talent contracts for 3 international shoots in short timeline for a global, multi-million dollar E-sports project, showing strong project management skills with ability to work in fast-paced environments

MAC Presents, New York, NY October 2015 – October 2017
Assistant to the President and Partnership Coordinator

- Executed events such as the Nielsen Grammy Party (L.A.) and Miller Lite booth at Governor's Ball Music Festival (N.Y.C.), by organizing check-in software for 300+ guests and managing 30 employees
- Negotiated favorable expense savings for office supplies and reduced phone/internet costs, resulting in $3,100 (25%) annual cost savings by sourcing less expensive vendor for conference lines

COMPUTER SKILLS

- Music/Media Software: Pro Tools, Logic Pro, Ableton, Waves, Izotope, Rekordbox, Premiere, Photoshop
- Office/Project Management: Asana, Jira, Trello, Smartsheets, Microsoft Office Suite, Outlook, Google Drive