# ALEXA VANDER MEER

Mission Viejo, CA I 714.686.8511 I Alexacody7@gmail.com

Resourceful and highly motivated individual with four years of concert promotion experience and a vast knowledge of media, I will bring a unique perspective and entrepreneurial mindset to any team. Strengths include identifying key industry trends, captivating a diverse audience, and maintaining a competitive edge.

## EXPERIENCE

Talent House I Los Angeles, CA **August 2021 – November 2021**
**Film & TV Synch Licensing Intern**

- Research master and publishing ownership of music.
- Loading and tagging music submissions into catalog (categorizing by genre & description).
- Assist with gathering, listening, and compiling music for various synch opportunities.
- Curate and design monthly music newsletters that are sent out to publishers and music supervisors.

Transparent Productions I Costa Mesa, CA **August 2017 – March 2020**
**Operations / Community Involvement Coordinator**

- Recruit and coordinate over 300+ volunteers for 5 major festivals and several tours nationwide.
- Maintain volunteer budgets based on tour offers and needs.
- Launched and curated monthly playlists for new and emerging artists in our industry.
- Research up-and-coming influencers, artists, and songs that offer potential.
- Oversee playlist design to maintain company branding.
- Develop tour concepts and pitch ideas to agents and artist management.
- Assist production managers with day of show logistics.
- Anticipate potential day-of-show setbacks by problem solving and making judgment calls.
- Liaise between venues and artist management on day-of-show.
- Contribute to the marketing team by tracking expenses and monitoring ticket counts.
- Create and maintain grassroots marketing strategies in addition to executing fliers and coordinating street teams.
- Manage internship programs by conducting interviews and monthly check-ins.

Transparent Productions I Costa Mesa, CA **May 2017 – July 2017**
**General Intern**

- Recruited 75+ volunteers for the company's largest festival.
- Assisted ticketing department by inputting ticket counts and financial data into systems using Excel, adhering to all procedures to keep information private.
- Sorted and distributed incoming mail, dispersing to appropriate departments and personnel.
- Monitored office supply use and stock levels, placing replenishment orders as needed.
- Responded to telephone inquiries from clients and customers.
- Prepared packages and sent merchandise to contest winners.

## EDUCATION

UCLA Extension
Supervision for Film & TV
**2021 – Present**

Brea Olinda High School
High School Diploma
**06 / 2011**

## STRENGTHSFINDER RESULTS

- Arranger
- Empathy
- Adaptability
- Maximizer
- Individualization

## REFERENCES

Jared Gibo, VP of Transparent Productions
Email: jared@transparentproductions.com Phone: 714-580-8300
Kyle Burnside, VP of Touring Transparent Productions
Email: kyle@transparentproductions.com Phone: 615-516-8489