Ana Garcia

324 Vernon Ave, Venice, CA 90291 | (310) 745- 2545 | Anag769@gmail.com

Education

West Los Angeles College, Culver City

July 2017 - September 2020

Venice High School, Los Angeles - High school Diploma

January 2013 - June 2017

Professional Experience

Cosmica Artists + Records — *Management Coordinator*

February 2021 - Present

- Oversee tour marketing initiatives such as: press outreach, coordination on sales, marketing dates on behalf of artists, etc.
- Overseeing Manager assigned projects such as: album - release projects, social media plans, promotional appearances, event planning.
- Aiding in business development – going to shows, checking out new music, building brand awareness for the Collective.
- Maintaining artist guest list, artist calendars, and meet and greets lists.
- Responsible for collecting revenues, fees or other payments stipulated in contracts.
- Advanced artist's tours for 30 plus days, in addition to organizing travel itineraries and working close at hand with booking agents.

Creative Artists Agency, Century City — *Assistant to Rudy Lopez , Latin Music Brand Partnership*

February 2020 - August 2020

- Coordinated and set meetings with internal and external parties (managers, Labels, Artists)
- Created/updated grids, decks, and presentations for the Latin Brand Partnership department.
- Assisted with travel arrangements, necessary bookkeeping including expense/travel reporting.
- Utilized excellent communication skills to coordinate department projects.

Assistant to Allison McGregor, Head of Music Tour Marketing

September 2019 - February 2020

- Established and managed workflow, oversaw deadlines and coordinating meetings with Internal and external parties (Managers, Label, Artist, Marketers)
- Handled guest lists and internal ticket requests as needed.
- Managed pre-sale and on-sale grids, launches.
- Built and maintained artists email marketing as well as email lists,databases, files and other assets for the department

Mailroom Clerk / Agency floater

March 2018 - September 2019

- Handled external calls from other agencies and business associates regarding essential client information for the Music, Television, Motion Pictures, Sports, and Theater departments.
- Established rapport amongst internals to streamline conference room bookings on behalf of executives/agents internationally.
- Oversaw daily clerk duties of the mailroom to ensure all responsibilities are fulfilled.

SKILLS

- MS Office
- Google Drive
- Spreadsheets
- Excel
- Tour router
- Engage
- Serato DJ
- Ableton Live
- Producing & Writing Music

LANGUAGES

- Fluent in Spanish