Hannah Davis

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WORK HISTORY

Executive Assistant, Business and Legal Affairs
Interscope Records | Los Angeles, CA.
January 2022-Present
Provided administrative support for numerous attorneys; provided general support to the Business and Legal Affairs team. Responsibilities included: filing, reviewing, and distributing documents, scheduling meetings, calls, and travel, and proofing of legal documents.

Front of House, Dodgers Holiday Festival
Eighteentwentysix | Los Angeles, CA.
December 2021-January 2022 (Contract)
Member of the front of house staff for the 2021 Dodgers Holiday Festival. Scanned admission tickets, ensured Covid-19 safety protocols, and answered attendee questions.

Freelance Award Show Content Coordinator
MRC Entertainment | Los Angeles, CA.
May *2021-Present (Freelance)*
Freelance position with the Marketing and Talent Partnerships team. Worked on the Billboard Music Awards, the Streamy Awards, and the American Music Awards as Compliance and Content Coordinator. Tracked and recorded award nominees' activity on multiple social media platforms to ensure they shared nomination status. Coordinated pre-recorded and live award show photo and video content to send out to artist teams. Positions required time sensitive attention to detail and fast paced workflow to ensure artist teams quickly received marketing materials on show day.

Sync and A&R Intern
Musicbed | Remote
January 2021 - June 2021
Worked with music rights holders and clients in need of content for various media applications. Focused in A&R, publishing administration, licensing strategy, and royalty collection. Responsible for finding and clearing commercially syncable artists, contacting artists and establishing relationships, fielding sync requests, selecting music to be pitched to music supervisors, and offering contracts to interested artists.

Management Intern
Zoetic Music Management | Chicago, IL.
January 2021 - June 2021
Assisted on administrative tasks to support a small team of artists managers and creatives. Collaborated on creative projects for clients that consisted of song, album, video creation, press releases, branding, and marketing. Created target market sheets, SWOT analyses, and digital strategies. Took lead on the curation of weekly playlists to promote emerging musicians. Managed social media accounts (Instagram, TikTok).

Guest Services
Superfly | Chicago, IL.
September 2020 - April 2021
Worked as a member of the customer service team for the Friends Experience. Responsibilities included greeting Guests, getting Guests excited for the experience, organizing queues, taking photos for Guests, answering questions about the experience, and enforcing safety protocols during Covid-19 Pandemic.

Director of Communications, Student Programming Board
Columbia College Chicago | Chicago, IL.
May 2019 - May 2020
In charge of all on and off-campus marketing and communications efforts, including but not limited to: Social media management and engagement. Wrote copy and created designs for events graphics and posters. Coordinated with on-campus media to have events featured in school newspaper, television, radio, and campus announcements. Supervised general board member's street teaming and marketing efforts.

EDUCATION

Columbia College Chicago
Chicago, IL.
Bachelor's Degree in Music Business: Live and Touring
Minor in Cultural Studies
2017-2021
Graduated with honors, GPA: 3.8

Clubs: Student Programming Board, Outdoor Collective, Student Leadership Advisory Board, National Alumni Board.

SKILLS & PROFICIENCIES

Music Industry: licensing/sync, management, live/event production, marketing, A&R; leadership, customer service, teamwork, communication, social media, fundraising.

Microsoft Office, Google Suite, graphic design.

VOLUNTEER WORK

Student Representative, National Alumni Board
Columbia College Chicago | Chicago IL.
September 2020-June 2021
Served as the student representative to Columbia College Chicago's National Alumni Board for the 2020-2021 academic year. Participated in and worked on several projects and initiatives centered around the alumni's role in student success.

Intern
Chicago Feminist Film Festival | Chicago, IL.
November 2018 - April 2019
Worked on a small team to curate a three-day film festival featuring international filmmakers who focus on addressing issues of gender and sexuality In their work. Lead intern for volunteer and fundraising efforts.

Ticket Scanner
Pitchfork Music Festival | Chicago, IL.
July 2017
Scanned tickets and answered general attendee questions for the entirety of the three-day festival.

Team Lead, Live on Washington Music Festival
The Neutral Zone | Ann Arbor, MI.
September 2013 - June 2017
Lead weekly meetings with team of 20+ high school students to coordinate all aspects of an annual music and arts festival (programming, A&R, production, fundraising, marketing, booking). Communicated with agents to book festival performers. Completed multiple marketing and fundraising projects