Amy Monzon

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EXPERIENCE

RichMusic, Miami, FL - *Project/Label Manager*

NOVEMBER 2021 - JANUARY 2023

- Reported into CEO and worked alongside other senior leaders to define strategy and roadmap for each artist
- Collaborated with A&R to deliver music and presented projects to department heads to then establish release plan for music, concept and key market goals
- Point person for all artist (7 clients) communication within label; provided timely artist updates, and followed up with each department to meet the established goals
- Monitored and controlled expenses within budgets for each artists alongside accounting
- Liaised between all internal and external teams, including consultants and publicists to plan and execute promotional visits in Colombia, Costa Rica, Puerto Rico and throughout various cities in the United States
- Managed timelines and progress of projects (26 releases), and ensured on time deliveries for roll out plans
- Coordinated touring and all artist personal appearances, while maintaining communication with all parties (touring and booking companies, management teams, publicists, brands, etc.)
- Participated in media, event, shows, and various promotional activities with artists and in representation of RichMusic
- Tracked all touring and legal documents throughout artists engagement and secured final settlements were paid out
- Actively worked on four immigration visa cases alongside attorneys
- Worked with PROs on artists' catalog registrations and negotiated advances

Big Noise Music Group, Los Angeles, CA - *A&R Coordinator*

AUGUST 2020 - NOVEMBER 2021

- Actively pitched publishing roster's demos for A-list artist cuts and set up sync co-writing sessions
- Spearheaded marketing initiatives across entire publishing arm to increase visibility of accolades
- Oversaw Director of A&R's and all roster's calendars, session coordinating, high-level meetings and travel
- Scouted new talent and opportunities for roster through networking with A&Rs, executives, managers and creatives
- Collaborated with DSPs to create official playlists for the roster and showcasing new releases across all platforms
- Attended client sessions, collected and cataloged demos and split management information

Hallwood Media, Beverly Hills, CA - *Coordinator for A&R and Management*

FEBRUARY 2020 - JULY 2020

- Kept records up to date for all roster clients, while also researching potential target client information
- Performed daily tasks to assist the CEO and Director of A&R

- Listened to released and unreleased client tracks for active A&R pitching and collaborations
- Created decks for artist's potential discography pitching and sales

Black Ops Aviation, Santa Monica, CA - *Personal Assistant*

OCTOBER 2019 - MARCH 2020

- Assisted CEO by maintaining calendar, handling administrative tasks, and preparing agendas for meetings and travel
- Coordinated travel arrangements and accommodations, while also traveling to directly manage affairs
- Helped in daily operations, organizing events, and acted as a liaison for staff at multiple properties
- Ensured and maintained confidentiality of all communication and documentation

William Morris Endeavor, Beverly Hills, CA - *Music Assistant*

SEPTEMBER 2018 - SEPTEMBER 2019

- Assisted office of Rob Markus (Partner/Head of International Department) and Richard Vega (International Booking)
- Effectively communicated in Spanish with promoters throughout Latin America
- Responsible for maintaining agent's calendar, call sheet, expenses, and phone duties
- Maintained grids for client routing, touring responsibilities, deadlines and market research
- Served as a liaison between artists' agent team, artists' management and promoters
- Inputted offers into system, issued contracts, and tracked deals throughout artist engagement
- Worked alongside creative department to design one sheets, sizzle reels, and decks for clients
- Proficiently navigated through company's itinerary, ticket count, artist booking and database systems

Foreign Language: Fluent in Spanish

Skills: Written and Verbal Communication, Teamwork, Flexibility/Adaptability, Creativity, Self-Motivation, Management, Networking, Time Management, Strategic Planning,

Proficient in Microsoft Office Suite, Google Workplace, iMovie, Canva, Slack, Airtable, Zoom, Social Media

EDUCATION

Santa Clara University, Santa Clara, CA - *Bachelor of Science in Commerce, Management Major and Communications Minor*

SEPTEMBER 2014 - JUNE 2018

Related Coursework: Introduction to Financial Accounting and Managerial Accounting, Public Speaking, Business Law, Social Psych of Leadership, and Management of Organizations