# EMERY CILLUFFO

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## EDUCATION

**University of Southern California | Los Angeles, CA** — **August 2024 – Present**
*Thornton School of Music – Master of Science (MS); Music Industry*

**Syracuse University | Syracuse, NY** — **August 2020 – May 2024**
*Maxwell School of Citizenship and Public Affairs – Bachelor of Arts (BA); International Relations*
*College of Arts & Sciences – Bachelor of Arts (BA); Linguistic Studies*
⇒ Summa Cum Laude

**Yellowbrick | Online** — **July 2022 – July 2023**
*NYU Tisch x Billboard "Music Industry Essentials" Course*

## PROFESSIONAL EXPERIENCE

**Position Music | Burbank, CA** — **Sept 2024 – Present**
**A&R Intern**
- Researches potential new clients for both publishing and label teams, using platforms such as BMI Songview & Chartmetric
- Reviews submissions of new music/demos and relays them to the appropriate department (sync, label, publishing)
- Performs administrative duties for the publishing team – updating databases, logging split sheets, etc.
- Organizes music metadata and compiles catalogs for both publishing and label teams
- Analyzes published charts each week and compiles pertinent data for the A&R team

**Good Soldier/NWS Music Group | London, UK** — **May 2022 – July 2023**
**A&R Intern**
- Tracked TikTok, Spotify and Shazam charts to look for unsigned records gaining traction on those platforms, using services such as Soundcharts and Chartmetric
- Served as the point of communication for artists and their teams to facilitate the licensing process
- Filed weekly invoices for staff/hires and submitted monthly expenses to the financial team on behalf of the company
- Managed daily administrative tasks with the A&R Assistant, including booking/managing travel, maintaining the company Google Drive, ordering supplies, coordinating maintenance, etc.
- Trained six new interns on how to read/evaluate music charts, scout new talent, and present findings to label

**Army Navy Country Club | Arlington, VA** — **June 2021 – July 2021**
**Support Coach**
- Led twice-daily swim practices for up to 50 swimmers and provided technical advice as needed
- Ensured swim meets ran smoothly and all 120 swimmers made it to races on time
- Taught up to 13 30-minute private, one-on-one swim lessons a day
- Maintained communication between parties of all ages, including children, parents, coworkers, and leadership
- Organized and managed five bonding events to create a positive and fun environment for all members

## LEADERSHIP OPPORTUNITIES

**Phi Sigma Pi National Honor Fraternity | Syracuse, NY** — **December 2021 – May 2023**
**Secretary, Professional Fraternity Council Delegate**
- Recorded minutes for every chapter and Executive Board meeting and distributed them to the necessary populations afterwards in a timely manner
- Operated the master attendance database to track all member participation requirements
- Collected 150+ member transcripts and mid-semester reports every semester; issued sanctions as required
- Represented Phi Sigma Pi on the Syracuse University Professional Fraternity Council at weekly meetings and relayed pertinent information back to chapter
- Planned and hosted inter-fraternity events, such as united recruitment events to bring in new members

## SKILLS

- *Language:* English (Native), French (Professional), Korean (Elementary)
- *Software:* Microsoft Office Suite (Word, PowerPoint, and Excel), Google Workspace, Zoom, Soundcharts, Chartmetric, DISCO, BMI Songview
- *Soft Skills:* Customer Experience and Service, Organizational and Time Management, Event Management, Administrative Support, Cross-Team Collaboration and Communication, Collaborative Problem Solving