Annabelle Hendrickson

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EXPERIENCE

Executive Assistant to the President

The Society of Composers and Lyricists (SCL), Los Angeles, CA | September 2024 - Present

- Support President and COO, managing complex multi-time zone calendars, travel arrangements, events, and initiatives to support composers and lyricists in film, television, video games, and theater.
- Draft and manage executive communications including letters, announcements, award communications, event scripts, and internal messaging.
- Plan, coordinate, and execute large-scale in-person and virtual events, VIP talent hosting, screenings, seminars, conferences, and award ceremonies.
- Manage sensitive information about executives, Board matters, and industry partnerships discreetly.
- Attend executive and staff meetings, capture notes, track action items, and coordinate projects.
- Support ongoing operations for leadership and staff, including scheduling, communications, website management, and administrative processes.
- Collaborate with finance, technology, and vendors on expense reports, invoicing, and operational documentation.
- Liase with Board members, guilds, unions, and industry organizations; represent SCL at events.

Chicago Administrator

The Society of Composers & Lyricists (SCL), Chicago, IL (hybrid/remote) | April 2025 - Present

- Lead administration for the Chicago Chapter, in collaboration with Chicago Chapter Chairs.
- Organize Steering Committee meetings, including agendas, scheduling, and detailed notes.
- Plan and execute 10+ chapter events per year including seminars, songwriter showcases, score readings, and holiday party.
- Manage event logistics including venues, catering, talent, presenters, décor, and technical setup.
- Promote events via email communications and social media; recruit and supervise volunteers.
- Handle attendee registration, fee collection, and financial reconciliation for chapter activities.

Technical Writing Expert / LLM Trainer

Outlier AI | October 2023 - August 2024

- Crafted prompts and ideal responses for large language models (LLMs) and fine-tuned models using RLHF, ensuring accuracy and safety of outputs.
- Promoted from Prompt Writer to Reviewer to Superattempter within 9 months.

EDM A&R Intern - *Ultra Music Publishing, Santa Monica, CA | June - September 2022*
Pop A&R Intern - *Artist Publishing Group, Los Angeles, CA | January - May 2022*
Booking Agency Intern - *Breakpoint Booking, Los Angeles, CA | June - September 2021*

EDUCATION

B.A., Musicology, University of California, Los Angeles (UCLA) Herb Alpert School of Music

- Dean's Medalist, Minors in Music Industry & Visual and Performing Arts Education

SKILLS

- **Executive Support:** Calendar management (iCal, Google), travel, expense reporting/reconciliation, confidential info, VIP management
- **Events & Marketing:** Eventbrite, Zoom Webinars, Mailchimp, social media promotion (Instagram, Facebook, Twitter/X, TikTok, Discord)
- **Presentations & Software:** Keynote, PowerPoint, Google Workspace (Docs, Sheets, Slides, Apps Script), Microsoft Office (Word, Excel, Outlook, Teams)
- **Music & Entertainment Industry Tools:** Ableton, Logic, Garageband, Sibelius, Chartmetric, Songview, IMDb, Pollstar, Gigwell
- **Digital Design & Content:** Adobe Creative Cloud, Canva, Capcut, WordPress, Squarespace