Jenna Earhart

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PROFESSIONAL EXPERIENCE

Analog Metaverse — **Miami, FL**

Royalties & Administration Associate — April 2024 - Present *(Currently Remote in NY)*

Royalties & Administration Intern — June 2023 – April 2024

- Assisted in executing $20M+ catalog sale for Grammy-winning producer (15x multiple)
  - Involvement in process from term sheet through due diligence to completion of sale
  - Facilitated extensive catalog research, including
    - Reviewing agreements over client's 40-year career
    - Analyzing rights ownership splits of hundreds of compositions
    - Downloading and summarizing royalty statements
    - Reviewing and summarizing music industry contracts (recording, publishing, etc.)
  - Extensive knowledge of master and composition rights ownership
- Assisted in reclaiming upwards of $1M worth of unpaid royalties from publishers and labels for artist clients through:
  - Analyzing data to find underpayments of royalties and create claim schedules
  - Conducting internet research of rights ownerships on behalf of artist clients and reclaiming missing royalties
  - Diligent catalog organization
  - Thorough statement reconciliation
  - Record-keeping of trademark and copyright registration
- Seeking new revenue streams and exploitation opportunities for legacy catalogs of iconic artists, producers, and songwriters
- Keeping record of sync agreements, uses, and payments in a detailed log

BisCaydence Collegiate A Cappella — **Coral Gables, FL**

Business Manager — May 2021 – August 2023

- Curated annual budget of $4000 for yearly approval
- Collaborated with 6-person executive team to coordinate daily operations including booking a minimum of 10 gigs per year, scheduling tri-weekly rehearsals, and creating 3 travel itineraries for 20+ people
- Negotiated pay rates and increased revenue by 10% over 2 years

Creative Video Editor — August 2020 – August 2023

- Designed and edited full-length performance video content using FinalCutPro

Human Rights & Immigration Law Clinics – University of Miami — **Coral Gables, FL**

Social Media Manager — August 2021 – June 2022

- Transformed legal documentation into digestible content through design platforms such as Canva
- Oversaw and provided analytical insight into social media engagement strategies, resulting in a 5% increase in engagement over 10 months
- Organized 3 client simulations per week, coordinating the schedules of students and professors

Miami Children's Chorus — **Miami, FL**

Teaching Assistant — August 2021 – January 2022

- Led weekly choir rehearsals for Miami-Dade students ages 8-22
- Wrote, arranged, and produced music for Spotify "Song of Us" EP
- Facilitated annual "Song of Us" workshop that provides mentorship and inspires student creativity

Frost School of Music Preparatory Program — **Coral Gables, FL**

Private Teacher — January 2023 – May 2023

- Taught weekly private lessons with elementary through high school age students in vocal technique and music theory

EDUCATION

University of Miami, Frost School of Music — **Coral Gables, FL**

Bachelor of Music in Modern Artist Development and Entrepreneurship (Cum Laude) — May 2023

- Minors in Music Business, Music Production, and French (via semester abroad)
- Web Design Emphasis
- Written, recorded, and performed over 50 compositions both solo and in collaboration with peers
- Awarded the President's Scholarship

SKILLS

- PROs and Sync Licensing, Chartmetric, B2-Level French speaker, Microsoft Office and Google Workspace, Adobe Creative Cloud, FinalCutPro, Canva, Logic ProX and Avid Protools, Artist Marketing/Branding, Google Ads Video Certified, YouTube Music Certified.
- Leadership experience, children's music education, experience planning and carrying out social media and digital marketing campaigns for artists, excellent verbal and written communication, effective problem solving and organizational skills.