

NICHOLE SMITH

Los Angeles, CA 

smith.nicholemarie@gmail.com 

meetnicholesmith.com 

linkedin.com/in/smithnicholemarie 

Motivated and dependable with a strong work ethic and a proven ability to thrive in fast-paced, high-pressure environments. Adept at managing multiple responsibilities while maintaining quality and productivity. A self-starter committed to delivering results and exceeding expectations in challenging assignments.

EXPERIENCE

Digital Media Coordinator	Inner City Youth Orchestra of Los Angeles Los Angeles, CA	2019 - Present
	<ul style="list-style-type: none">Developed and managed social media calendars, resulting in a 90% increase in engagement and followers.Collaborated with cross-functional teams to develop and execute social media content that aligned with overall branding and marketing goals.Orchestrated a comprehensive rebranding initiative, which led to a 80% increase in brand recognition and a 50% growth in social media followers within the first year.	
Arts Administrator	Orange County School of the Arts Santa Ana, CA	2018 - Present
	<ul style="list-style-type: none">Handled administrative tasks such as answering phone calls and responding to emails, providing timely and professional support to art directors, staff, students and guests.Developed and implemented new office policies and procedures, resulting in a 50% increase in efficiency and a 20% decrease in errors.Trained and mentored new staff members, leading to an improvement in team productivity.Assisted in the preparation and execution of marketing and promotional activities, contributing to increased brand visibility and patron engagement.	
Administrative Assistant	Fullerton College Music Department Fullerton, CA	2015 - 2019
	<ul style="list-style-type: none">Provided high-level administrative support to professors and students, resulting in a positive impact on the department's overall performance.Greeted students and directed inquiries to the appropriate staff member, resulting in a 95% clientele satisfaction rating.Assisted with special projects as needed, resulting in the successful completion of several high-priority projects bringing about an increase in the department's productivity.	

EDUCATION

Bachelor of Music	California State University of Los Angeles Magna Cum Laude, GPA 3.8/4.0	2021
Associate of Arts in Music	Fullerton Community College President and Dean Honors List, GPA 3.8/4.0	2019

SKILLS

Microsoft Office	Problem Resolution	Time Management
Adobe Creative Suite	Critical Thinking	Team Collaboration
Pro Tools / Logic Pro X	Identifies Industry Trends	Attention to Detail

CERTIFICATION

Recording Production Certificate	2018
Avid Pro Tools User Certificate	2016