

# NICHOLE SMITH

Los Angeles, CA 

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I am a high-potential recent graduate prepared to meet the expectations of new and challenging assignments through a strong work ethic and the motivation to do whatever it takes to get the job done. I've proven to be a dependable, service-focused professional who can manage multiple tasks and responsibilities in fast-paced, demanding environments and have exercised calmness in pressure situations. Moreover, I am a self-starter with an established ability to balance competing demands without compromising quality or productivity.

## EXPERIENCE

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Digital Media Coordinator  | Inner City Youth Orchestra of Los Angeles<br>Los Angeles, CA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 2019 - Present |
|                            | <ul style="list-style-type: none"><li>Developed and managed social media calendars, resulting in a 90% increase in engagement and followers.</li><li>Collaborated with cross-functional teams to develop and execute social media content that aligned with overall branding and marketing goals.</li><li>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.</li></ul>                                                                                                                                |                |
| Administrative Coordinator | Orange County School of the Arts<br>Santa Ana, CA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 2018 - 2023    |
|                            | <ul style="list-style-type: none"><li>Handled administrative tasks such as answering phone calls and responding to emails, providing timely and professional support to staff, students, and guests.</li><li>Developed and implemented new office policies and procedures, resulting in a 50% increase in efficiency and a 20% decrease in errors.</li><li>Trained and mentored new staff members, leading to an improvement in team productivity.</li><li>Assisted in the preparation and execution of marketing and promotional activities, contributing to increased brand visibility and patron engagement.</li></ul> |                |
| Administrative Assistant   | Fullerton College Music Department<br>Fullerton, CA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2015 - 2019    |
|                            | <ul style="list-style-type: none"><li>Provided high-level administrative support to professors and students, resulting in a positive impact on the department's overall performance.</li><li>Greeted students and directed inquiries to the appropriate staff member, resulting in a 95% clientele satisfaction rating.</li><li>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.</li></ul>                                                                                                 |                |

## EDUCATION

|                            |                                                                            |      |
|----------------------------|----------------------------------------------------------------------------|------|
| Bachelor of Music          | California State University of Los Angeles<br>Magna Cum Laude, GPA 3.8/4.0 | 2021 |
| Associate of Arts in Music | Fullerton Community College<br>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 |