

ANGEL TAPIA

(707) 720-4794 | angel.tapia2599@gmail.com

SUMMARY OF EXPERIENCE

Artist Manager, Musical Talent Scout, and Event Manager with experience in scheduling talent, music discovery, and planning artist events across diverse genres. Deep understanding of current industry trends, excellent communication skills for collaborative work with artists and industry professionals, and an ability for contract negotiations. Strong organizational skills, a positive team-player, and a Bachelor's degree in the music industry. Marketing experience in artist promotions, content creation, campaign management, graphic design, and event coordination. Success in leveraging social media platforms, including Facebook and Twitter, to promote content and events while managing marketing calendars for timely content releases.

SKILLS

- Team Leadership
- Music & Talent Scout
- Artist & Industry Collaboration
- Contract Negotiation & Management
- Event Planning & Coordination
- Networking within Music Industry
- CRM/Customer Relationship Management
- Marketing Calendar & Scheduling
- Instagram, Facebook, Twitter, TikTok
- Salesforce, Microsoft Office & Google Suite

PROFESSIONAL EXPERIENCE

VARIOUS MUSICIANS

Los Angeles, CA

Social Media Management

June 2024 – Present

- **Social Media Coordination:** Handling social media posts and management for a popular musician; Managing multiple social media accounts including Twitter, Instagram, TikTok, and Facebook; Utilizing social media management software and calendars
- **Data Analysis:** Tracking and analyzing social media data using various tools and Google Sheets
- **Promotional Strategies & Content Creation:** Developing and implementing paid promotional campaigns and added organic posts; Creating content, graphics, and lyric videos using Adobe software programs
- **Cross-Functional Team Collaboration:** Working directly with the musician and collaborating with a team of publicists and music publishers

DEGY ENTERTAINMENT | DEGY BOOKING INTERNATIONAL, INC.

Delray Beach, FL

Talent Agent Trainee – Intern

2023 – 2024

- **Team Collaboration:** Met strict deadlines while assisting Vice President Jeff Hyman, as part of the six-member Fairs & Festivals lead generation team
- **Strategic Market Research & Client Outreach:** Conducted thorough database market research, client outreach for acquisition, and creation of compelling pitch decks
- **Teamwork:** Demonstrated teamwork and collaboration, consistently upholding confidentiality and professionalism
- **Communications:** Leveraged strong writing and communication skills, along with public speaking abilities, to engage potential clients effectively
- **Budget Proposal:** Successfully completed a budget proposal, contributing to the company's strategic planning
- **Professional Development:** Regularly engaged in weekly events, meetings, mentorship sessions, and interactions with guest speakers to enhance professional growth and knowledge
- **Technology:** Utilized Microsoft Teams and Outlook 365 to streamline communication practices, ensuring effectiveness and efficiency

CHICO ART COLLECTIVE

Chico, CA

Event Organizer – Intern

2022 – 2023

- **Event Coordination:** Organized and coordinated event plans; addressed specific event requirements with internal personnel to organize vendors
- **Event Staffing Support:** Collaborated with leadership and colleagues to organize staffing for each event, ensuring smooth execution

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PROFESSIONAL EXPERIENCE (page 2)

SOTA PRODUCTIONS

Chico, CA

Artist & Event Manager

2021 – 2022

- **Artist Communication & Schedule Coordination:** Facilitated consistent and impactful communication with artists to synchronize schedules effectively
- **Calendar Management & Event Reminders:** Maintained and synchronized artist calendars, ensuring timely distribution of event reminders
- **Event Sponsorship Acquisition:** Secured valuable sponsorships and curated auction items for charitable events
- **Database Management & Event Coordination:** Managed internal databases to organize guest lists, send electronic invitations, and oversee registration processes

EL REY THEATER & EVENT VENUE

Chico, CA

Event Team Member – Intern

Jan. – May 2022

- **Customer Service:** Delivered prompt and courteous greetings to customers, effectively addressing their inquiries
- **Workspace Organization & Cash Management:** Ensured a tidy work area and maintained the organization of the cash drawer with meticulous attention to detail
- **Financial Transaction Management:** Skillfully managed both cash and credit transactions with precision, conducting accurate reconciliations of registers at the conclusions of shift

GORDON'S MUSIC & SOUND

Fairfield, CA

Booking & Promotion

2018 – 2019

- **Contract Management:** Drafted contracts for all performing musicians and bands at the music venue
- **Event Promotion:** Designed and distributed presale tickets and flyers for promotional purposes
- **Event Coordination:** Assisted in the setup of live music events, ensuring smooth operations
- **Networking:** Grew connections with local and touring bands and musicians to enhance collaboration opportunities
- **Professional Engagement & Relationship Building:** Engaged with musicians and customers, fostering rapport
- **Leadership:** Developed a system for managing audience members and presale tickets at the door
- **Conflict Resolution:** Helped to resolve conflicts among band members, audience members, and employees, maintaining a harmonious atmosphere

Sales Associate

2015 – 2018

- **Customer Service & Product Knowledge:** Responded to incoming phone calls, delivering comprehensive product information, services, store hours, policies, and promotion details
- **Sales Area Maintenance:** Executed floor moves, merchandising, display maintenance, and housekeeping tasks to ensure well-stocked, organized, and visually appealing sales areas
- **Instrument Maintenance:** Regularly tuned guitars and replaced worn strings, conducting basic repairs on customers' stringed instruments with expertise
- **Instrument Recommendations & Demonstrations:** Provided tailored recommendations of instrument brands to align with specific needs, desires, and budget constraints; Demonstrated guitar and bass products

ADDITIONAL EXPERIENCE

WILDCAT GAMING CLUB | WILDCAT GAMING LOBBY

Chico, CA

Social Media Coordinator & Front Desk Receptionist

2021 – Present

- **Social Media Content Creation:** Promoted Esports through creative production of social media content, short-form video, and image assets to build high-performance campaigns to boost customer engagement of gaming brand
- **Social Media Promotion:** Utilized Twitter and Facebook platforms to promote Esports content
- **Marketing Calendar:** Managed marketing and release calendars to post new content for Wildcat Gaming Club
- **Marketing Strategies:** Developed and executed social media marketing strategies overseeing account management
- **Hospitality:** Welcomed patrons to the front desk & engaged in friendly conversations while conducting check-ins
- **Office Security:** Preserved office security by diligently following safety procedures and managing access control

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EDUCATION (page 3)

CALIFORNIA STATE UNIVERSITY, CHICO

Bachelor of Arts: Music Industry; Minor: Marketing

GOOGLE – Digital Marketing & E-Commerce Certification

IBM – Data Analyst Certification (in progress)

SOLANO COMMUNITY COLLEGE

Associate of Arts: Liberal Studies

Member of the Puente Program and Selected Student Speaker for the C/O 2020

Chico, CA

2023 | 2024

July 2024

Fairfield, CA

2020