

# Melissa Ramondelli

(914) 689-6610

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## SUMMARY

Personable and energetic events coordinator with 3 years of experience in the UCLA community. Seeking employment in a professional setting to apply as well as expand knowledge.

## EXPERIENCE

### Random Voices A Cappella, UCLA - Business Director

SEPTEMBER 2022 - PRESENT

- Scout and coordinate events of UCLA's Premier Female A Cappella Group: booking/planning approximately 10 events and performance opportunities throughout the year
- Directed the annual California A Cappella Festival: overseeing all financial aspects (budgeting, funding proposals), social media advertising, leading outreach in the UCLA community, and serving as the point-person on the day of the event

### Out of the Blue Theater Company, UCLA - Events Coordinator

SEPTEMBER 2020 - PRESENT

- Plan events for the student theater company including cabarets and workshops both in-person and virtual via online streaming platforms

### Breakpoint Booking, Los Angeles, CA - Assistant Booking Agent (Intern)

SEPTEMBER 2022 - JANUARY 2023

- Researched venue and artist leads as well as managed contracts for music and comedy shows

### Red Light Management, Los Angeles, CA - Intern

JUNE 2021 - AUGUST 2021

- Assisted in day-to-day tasks (researching potential new artists for the roster, writing artist reports, and brainstorming for social media campaigns) at a music management company

## EDUCATION

### UCLA, Los Angeles, CA - BA in Theater, Minor in Music Industry

SEPTEMBER 2019 - JUNE 2023

Relevant Coursework:

- Music Industry 114: Producing Special Events and Live Concerts
  - How to produce a successful live show, special event, or concert, from concept to execution, including master planning, venue production, concept and design, operations, seating, talent, security, and budget.
- Music Industry 110: Music Business Now (Marketing & Media)

## SKILLS

Proficient with iMovie, Streamyard, Google Suite, Gigwell Software  
Event Logistics Management, Budgeting, Venue Sourcing, Contract Management

## REFERENCES

Stig Edgren, *College Professor & Mentor*  
Zach Barrett, *A&R Manager*

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