ROBERT SMITH

Music Producer/Artist Royalties Coordinator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Responsible for setting up and maintaining artist royalty accounts, ensuring all contractual and payee information is loaded correctly into Concords royalty database, reviewing the accuracy and completeness of semi-annual artist royalty statements, and cleaning up outstanding artist royalty issues.

CORE COMPETENCIES

Microsoft Office, PhotoShop, Adobe Audition, Wordpress, Words, Fax, Music Productions, Welding, Web Development, Sales Management, Call Center, Car Detailer.

PROFESSIONAL EXPERIENCE

Music Producer/Artist Royalties Coordinator
A Kingdom Productions., LLC - November 2011 – 2020

Key Deliverables:

- Reviewed contracts and input artist royalty information in Record Maestro.
- Maintained and reviewed artist and producer accounts with updates as needed.
- Assisted with the semi-annual artist royalty statement runs (as applicable).
- Managed the Artist Inquiry email and phone line and
- Assisted with inquiries (both external and internal) related to artist royalties.
- Performed all aspects of vendor maintenance for artists and producers.
- Cleaned up outstanding artist royalty issues.

Music Producer
Delta Corporation - 2006 – 2011

Key Deliverables:

- Las Vegas, NV.
- Wrote, Produced, Engineered and Sold Music for Commercials and Movies with strong relationships built.
- Record music,teach voice Accomplishments make music Skills Used learn different tech.
- Professionally has established myself as an accredited music producer Credits One Platinum album Credits Two Gold albums 3.) Job title Sales.
- In charge of multiple jobs including but not limited to management, book keeping, sales, customer service.
- Produced music for Buzzfeed and worked with numerous K-Pop and K-Hip Hop artists, including Eric Nam and Seventeen.
- Created YouTube channel, which now has approximately 30k subscribers and 1.8 million views.

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EDUCATION

Sales - 2005(Business Tech - Monticello, AR)

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