

Mia C. Brackenberry

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JOB TARGET

Upcoming graduate with excellent educational preparation, proven talent and skills, and previous practical experience as an intern in music business industry seeks a career-oriented position at a record label or music publishing company.

EDUCATION

Berklee College of Music, Boston, MA May 2002
Bachelor of Music: Professional Music Major. Special emphasis in Music Business/Management and Performance - G.P.A. 3.45

INTERNSHIP

BMI (Broadcast Music, Inc.), Nashville, TN Summer 2001
Intern – Member Services Department
Answer questions and advise members on general music industry information, royalty payments, and writer/publisher activity updates.

SKILLS

- ❖ Computer Skills: MS Word, Excel, PowerPoint, FileMaker Pro, Outlook, and Internet Explorer.
- ❖ Positive work ethic, proficient, quick learner, and strong time management skills.
- ❖ Highly organized and motivated to succeed.
- ❖ Problem solver with high standards for accuracy and attention to detail.
- ❖ Able to work autonomously or as an effective, contributing team member.
- ❖ Goal-oriented, self-directed with an ability to meet deadlines or work long hours when necessary.

DEMONSTRATED STRENGTHS

Administrative • Communication • Customer Service

- ❖ Planned, developed, and implemented strategies and resourceful (win/win) solutions for work-related crises, such as dealing with dissatisfied customers, staff shortages, or worker-related error.
- ❖ Ensured accurate, detailed data entry and updated records.
- ❖ Redesigned company database to enhance client tracking and contact management.
- ❖ Drafted correspondence documents and responded to e-mail inquiries in a professional, articulate manner.
- ❖ Coordinated and designed weekly employee/staff schedule.
- ❖ Recognized as an impressive public speaker, performer with excellent listening, interpersonal, and presentation skills.
- ❖ Conducted indepth record label and music publishing research for numerous college courses and interviewed several music industry professionals for answers to industry-related issues.

EMPLOYMENT HISTORY

Resident Assistant, BERKLEE COLLEGE OF MUSIC, Boston, MA, 1999-present
English Instructor, BERLITZ INTERNATIONAL, INC., Boston, MA, 2001-present
Facility Operations Asst., ELSON CATERING SERVICES, Boston, MA, 1998-2000

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KEYWORDS & NOTES

Mia is graduating this semester with a Bachelor of Music degree from Berklee, and has started her job search. In preparation for being able to respond quickly to any job openings that interest her, she has prepared a one-size-fits-all resume. This is usually not a good idea, but since her job search is so specifically targeted and she does not have a lot of relevant work experience (other than a very relevant internship), there is not much need to repeatedly tweak her resume in an effort to slant it toward a particular position.

Because of her lack of relevant work experience and the fact that she is an upcoming graduate, she has opted to prepare a functional resume. Also, since she is just graduating from college she does not have the experience to warrant a resume longer than one page. Therefore in this situation, and due to space constraints, it is not always necessary or advisable to list relevant coursework. However, her internship is certainly worth noting, so it received a separate heading of its own.

The Demonstrated Strengths section of the resume basically outlines how she has utilized the skills, which are listed in the Skills section of the resume.

The last section is the Employment History section, which is brief and to the point in a functional resume. No bullet points necessary. The only time to expound further is if the job title and/or company name are not able to effectively communicate to your reader what your position was all about. For example:

Sales Assistant, JODY MESSINA'S, Corpus Christi, TX

More detail helps the reader better understand your background and skills:

Sales Assistant, JODY MESSINA'S (Retail Record Store), Corpus Christi, TX