



CREATIVE PROFESSIONAL

PROFILE

I am a young, experienced professional with a passion for the arts, communication, and the internet space. I excel in fast-paced environments and thrive when being able to create outstanding content, positive interactions, and results.

(630)532-0854

boylenjennifer@gmail.com

EDUCATION

BA, Business and Entrepreneurship
Concentration: Music Business
Columbia College Chicago
Class of 2015, Magna Cum Laude
GPA: 3.8

SOCIAL MEDIA SKILL



EXPERIENCE

MARKETING COORDINATOR AND EXECUTIVE ASSISTANT

Chicago Nightlife Awards | SPRING 2016

- Strategically plan social media and email campaigns, track online engagement, curate attendees list, create marketing graphics, and assist in communication to talent, panelists, nominees, and guests.

MARKETING AND EVENTS COODINATOR

Chicago Academy for the Arts | NOV 2015-PRESENT

- Create all marketing deliverables (digital and print), assist in creating content for social media, plan internal and external events, execute internal communications. review contracts for events, visiting artists, and classes. and manage merchandise, tech, and box office staff.

HOTLINE MANAGER

Chicago International Film Festival | FALL 2015

- Input and monitor orders (via Ticketmaster), complete payments and file appropriate documentation, and take care of all ticket buyers, pass holders, and comps.

MUSIC GARAGE CHICAGO

Events Intern | JANUARY 2015-MAY 2015

- Plan, market and work MG events, pitch and write monthly newsletter, improve our Search Engine Optimization, and set up rehearsal rooms.

BOX OFFICE MANAGER

CIMMfest | SPRING 2014, 2015

- Create events and ticket options on ticketing platform, work with other departments accordingly, and take care of all venue relations regarding passes, comps, and ticket sales.

PROMOTIONS REPRESENTATIVE AND VENUE INTERN

Mercy Lounge (Nashville, TN) | MAY 2013-SEPT 2013

- Update social media profiles with events, ticket links, and other content, update ticketing and event pages via Ticketweb, communicate with publicists, managers, and labels for show promotion, and work day of show.

STAFF WRITER

Highlight Magazine | AUG 2012-PRESENT

- Interview (via phone and email) artists and write features for web and print including artist features, album reviews, venue profiles, and Q&A's.

SKILLS

- SEO and Social Media Strategy
Written and Verbal Communication
Teamwork and Leadership
Creativity and Branding
Time Management
Computer Skills
Microsoft Office
Adobe Suite
Photo and Video Editing
Google Drive Applications
Event Ticketing Platforms

SPECIAL PROJECTS AND FREELANCE WORK

AEMMP RECORDS

Events Team Marketing Lead for semester showcase, SXSW party, and CD release show

NO PLACE RECORDS

Booking Agent for short-run summer tour of two inpedant bands

CLUB MANAGEMENT: PRACTICUM

Plan, book, market, and work events at Columbia's on-campus club HAUS

WRITING (PUBLICATIONS)

Thought Catalog, That First Year Blog, Young and Employed Blog, The Financial Diet, NKD Mag

MARKETING

Concord Music Hall, Riverwoods Flooring