

MIRIAM KOCH

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OBJECTIVE

Accomplished entertainment professional with extensive experience in film, television, music and labor unions seeks new opportunity as a project manager at a leader in catalog music.

WORK EXPERIENCE

Independent Contractor

June 2016 - Present

Project Coordinator / Executive Assistant to Senior-Level Executives

- **Sony Music**
 - Acting as Sync Contract Admin, cataloguing contracts to license original recordings on behalf of Sony labels and sub-labels, including Columbia, RCA, Epic and Nashville
 - Facilitate sending partially executed contracts on behalf of drafters to designated departmental sender
 - Correspond with and deliver fully executed contract to internal and external licensing contacts
 - Oversee departmental scanning project, filing contracts and communication in company-wide database
 - Generated almost \$1.1 million for company via interdepartmental audit to reconcile outstanding invoices
- **RCA Records**
 - Acted as Executive Assist the Executive Vice President of the West Coast and Publicity
 - Scheduled new release meetings with 3 senior label managers between time zones
 - Created travel itinerary for executive visiting clients performing in \$36 million grossing residency
- **Universal Pictures, Film Music**
 - Acted as Executive Assistant to Senior Vice President of Film Music
 - Spearheaded organization of 400+ contacts for project staffing lists, including record labels, creative executives, agents and composers
 - Answered time-sensitive calls from studio executives, labels, A-list talent and team for \$90 million feature
 - Prioritized schedule on call-heavy calendar, juggling meetings with 10+ interdepartmental attendees
- **Universal Pictures, International Publicity**
 - Acted as Travel Coordinator and Executive Assistant to Vice President of International Publicity
 - Authored perpetually changing domestic and international travel itineraries (flights, hotels, cars, security, greeters) for A-list talent and team to promote films with budgets up to \$170 million
 - Consulted corporate travel agents to determine booking options in accordance with talent travel preferences
- **Kobalt Music**
 - Acted as Executive Assist GM of Kobalt Label Services
 - Managed executive calendar, working across time zones and continents
 - Executed special project to research publishing companies and songwriters
- **WGA West**
 - Oversaw 2022 WGA Awards season submission comprising 18 categories and 500 submissions
 - Entrusted solely to obtain clip licenses and 300+ nominee photo, video and music assets from 30 studio and network publicists on tight deadline
 - Assembled contact database for 477 nominees, including confidential mailing and email addresses
 - Returned more than 10 times for special projects in multiple departments, including Executive Offices, Dues, Credits, Membership and IT
- **Gaumont**
 - Supported Senior Vice President, Vice President and two senior managers in Business Affairs
 - Documented updates in company-wide 100+ entry database containing confidential development deals, tracking negotiation and agreement status for projects in television, film and animation
 - Composed weekly internal project status reports and agendas for C-suite and senior executives
 - Created negotiation grids for open deals (offers and counteroffers) and closed deal terms

The Wiltern (Live Nation Entertainment)

August 2016 - Present

Manager, Mezzanine and Loge / Guest Relations, VIP Area / Box Office Attendant

- Managed mezzanine and loge ushers, consulting with venue management to resolve issues in 2,300-cap venue
- Consulted with venue management to resolve VIP pass and ticketing issues

“Dating Daisy”

May 2015 - January 2016

Music Supervisor

- Pitched, researched and cleared 20 songs from publishers and libraries for full-length independent feature film
- Formulated music budget tracking grids for producer in Excel
- Tracked and organized digital music assets on behalf of film editor

SAG-AFTRA

May 2012 - May 2016

Client Relations / Customer Service / Subject Matter Expert

- Established ongoing client relations with members, producers, agents and casting directors using website
- Pioneered creation of FAQ for Annual Income Statement through collaboration with Communications Department; FAQ sent to 125,000+ members via US mail and posted on website
- Reduced customer hold time by 22% and call volume by 46% as a result of FAQ
- Discovered major security flaw in customer-facing system, creating documentation of issue and collaborating with 10-person Developer and Website team to find a solution
- Multi-tasked management of rolling 500 calls, 400 e-mails and 300 live web-chats monthly
- Handled sensitive information from high-profile clientele, including SSNs, earnings and home addresses

EDUCATION

University of Southern California

Bachelor of Arts, Cinema-Television, magna cum laude / Minor, Music Recording

SKILLS

PC, Mac (OSX and iOS), Microsoft Office Suite (Word, Excel, Power Point, Outlook), Microsoft Access, iWork (Pages, Numbers, Keynote), G-Suite (Docs, Sheets, Slides, Forms), iCloud, Adobe Sign, Sharefile, Dropbox, Chartmetric