

ALIYA D. JACOBS

ABOUT ME

I have worked in music industry for over five years while working as a musician for over ten years. After graduating with my Bachelor of Science in Entertainment Management and Business from the University of Central Florida, I began my journey as a freelance music coordinator, researcher, and instructor in South Florida. With an unwavering passion to explore both the creative and business side of the music industry, I have shadowed senior music supervisors, senior audio engineers, live performers, and record label owners all while continuing my work as a music instructor for students of all ages and experience levels. I am analytical, organized, proactive, team-player, and most of all, inspired to learn all I can about music business through my career, my mentors, my peers.

SKILLS & ABILITIES

- Proficiency in MS Excel (including the creation and use of pivot tables, data analysis, and calendars), MS Word, and MS PowerPoint
- Knowledgeable and capable of working on Apple and Windows devices
- Strong quantitative, analytical, and organizational skills
- Strong interpersonal and communication skills
- Self-motivating and able to work productively as part of a team and individually
- Working knowledge of accounting and finances
- Able to work in fast-paced environments, work proactively, and adhere to deadlines

PROFESSIONAL EXPERIENCE

MUSIC INSTRUCTOR & ASSISTANT SALES ASSOCIATE, PENNY LANE MUSIC EMPORIUM

December 2021 - Present

- Providing excellent customer service via in-store interactions, online chat, email exchanges, and phone calls
- Working on budgeting and accounting measures with Store Manager and Store Accountant
- Organizing confidential, electronic files and data on store's system
- Overseeing the scheduling for instructors, students, and staff members on weekly basis
- Conducting musical instruction with students, live performances with esteemed artists, and studio recordings
- Overseeing the marketing of the company including their social media presence, company website, and monthly emailers
- Utilized Apple devices, LightSpeed Retail Programming, Booxi Appointment Scheduling Software, Intuit Mailchimp, Microsoft Office (Excel, Word,

PowerPoint) Google Business Programs (Drive, Meet, Chat, Slides, Docs, Sheets)

MUSIC COORDINATOR, FREELANCE

March 2021– Present

- Working closely with senior music supervisor with filing through music catalogues, organizing studio space, designing contracts, and scheduling meetings
- Working on budgeting for music projects (trailers and podcasts)
- Listening and researching music catalogues for music
- Organizing and editing music samples and compositions on audio programs
- Shadowing Sr. Audio Engineer with building, designing, and fixing studio infrastructure and studio equipment
- Utilizing Avid Pro Tools, plug-ins, streaming services, virtual audio mixing boards
- Working with international label companies with client booking, payment collection, scheduling meetings, and music composition

MUSIC INSTRUCTOR, FREELANCE

August 2019 – Present

- Providing lessons in-person and virtually to all ages, music levels, mental/physical abilities
- Teaching tablature and musical notation
- Handling requests for specific music recommendation
- Teaching music composition, history, and fundamentals
- Teaching performance and studio etiquette
- Utilizing audio programs like Avid Pro Tools, Adobe Audition, and online tuners
- Proficient in high brass (Trumpet, French Horn, Cornet) and piano
- Experience with reading tablature and performing bass guitar, banjo, percussion, ukulele, guitar, mandolin, and fiddle
- Organizing recital performances with marketing, scheduling practices, coordinating musical library, and setting stage design

EDUCATION

UNIVERSITY OF CENTRAL FLORIDA

DEGREE AWARDED: B.S. ENTERTAINMENT MANAGEMENT/BUSINESS

UNIVERSITY OF SOUTH FLORIDA

DEGREE AWARDED: ASSOCIATES OF SCIENCE
