

Creative Thinker

Enthusiastic  
Contributor

**Ashley Williams**

212.555.555 | ashley@email.com

*Proven professional with an appreciation and understanding of the music industry developed through personal experiences and extensive academic training.*

### Profile

- Creatively driven and focused with a strong desire and drive to cultivate the necessary skills to thrive in a position within the music industry.
- Possess a personal love and appreciation of music and music history, culminating in the completion of an undergraduate degree with a minor in music.
- Previously worked in a music studio to produce and mix five different song tracks while completing a recording and music production course.
- Fulfill passion for music by singing in local venues and writing song lyrics. Privately trained vocalist.
- Recognized for exceptional organization and detail orientation skills. Committed with the ability to work under stringent deadlines.
- Proven to perform well when working as part of a collaborative team. Strong interpersonal skills, consistently add value to achieve group goals.
- Promote ongoing personal learning regarding the history of successful producers throughout contemporary musical history.
- Proficient in Adobe Photoshop and MS Office Suite including Access; conversational Spanish abilities.

### Academic Background

New York University, New York, NY  
Bachelor of Arts; Minor in Music ['07]

Coursework: Music History, World Music,  
Music Production, History of Rock and Roll

### Experience

First Class Bank – Central Files Applications Asst. Coordinator,  
New York, NY ['08-Present]

Create physical files of disclosures for home loans, refinance, and preapproval applications. Enter information into proprietary system. Review loans from the Sales Department to ensure applications are accurate and complete. Work in the distribution center to organize and file flood certifications; document, log, and return welcome packages upon loan approval. Train employees in the CFA process.

SAGU (Sales Associates Global Union) – Campaign Associate,  
New York, NY ['07-'08]

Reviewed and validated voter registration information for legislation to include paid sick days for Ohio residents on an upcoming ballot. Gathered and documented vital information via database system and Internet research. Applied strong organization skills.

Dream – Senior Sales Associate, New York, NY ['05-'07]

Established customer relationships to promote repeat and referral business for a local bath and body store. Consistently met or exceeded daily sales goals, and trained new employees regarding store operating procedures. Rang customer purchases, and fostered an inviting atmosphere to stimulate sales.

Music Pavilion – Guest Services, New York, NY ['04-'05]

Interacted with guests attending concerts and live events, including scanning tickets for entry to the theater. Exposed to live concert situations, and a variety of talent and music. Provided security for VIP and reserved areas. Set up chairs and gates for upcoming events, and provided post-event breakdown and cleanup.

123 Manhattan Avenue, Apt. B | New York, NY 12345  
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