**Alea Peiler**

760-453-8957 aleapeiler@yahoo.com

**SUMMARY**

Energetic, results-driven professional who is eager to bring strong administrative skills to a growing organization in need of top-level support. Excellent organization, communication and relationship-building skills. Articulate and friendly with a professional demeanor. Singer and songwriter with over 15 years’ experience performing at live events looking to apply music knowledge in a business context.

**SKILLS**

* Streaming Platforms (Spotify/Apple Music/YouTube)
* Pro Tools
* Excellent Customer Service
* Microsoft Office (Word/Excel/Outlook)
* Windows
* Macintosh
* WPM: 50+
* Interpersonal Communication
* Multitasking & Prioritization
* Problem Solver
* Dependable
* Team Player
* Social Media Savvy (Facebook/Twitter/ Instagram/Pinterest)

**PROFESSIONAL EXPERIENCE**

**Owner**, Lea Love Creative | San Diego, CA **February 2021 – Current**

* Oversee all operations for my independent event-planning company, including interfacing with clients, developing project proposals, negotiating with vendors, and managing a small group of contractors
* Transformed clients’ visions into eye-catching events, within budget and to rave customer reviews

**Music and Culture Assistant**, Island Empire Records | Los Angeles, CA **January 2016 – Current**

* Leverage deep personal knowledge of music, as well as current music trends, to curate an assortment of playlists for all live events at a growing, independent record label
* Partner with stakeholders to ensure playlists are highly customized and attuned to the correct mood
* Collaborate with business partners to develop playlist and marketing campaigns for artists
* Stay abreast of industry and music trends by constantly listening to new music across all genres

**Billing Clerk,** Saving Sacred Sights | Oceanside, CA **May 2017 – May 2020**

* Created a new system for preparing invoices and distributing them to clients, which boosted monthly cash inflows by 10% over the span of one year
* Liaised with clients to ensure all outstanding invoices were collected in a timely manner

**Host/Server/Bartender**, Plan Check Restaurant | Los Angeles, CA **2014 – 2016**

* Greeted & seated guests while maintaining urgency and ensuring a high level of customer satisfaction

**VOLUNTEER & COMMUNITY SERVICE**

* JAAE’s ARF Group Homes
* Solutions for Change
* Tony Hawk Foundation
* Brother Benno’s Homeless Outreach
* Queen Bee’s Art Center for Homeless Youth

**EDUCATION**

**Point Blank Music School,** Certificate in Music Business **Summer 2020**

**Mira Costa College,** Assorted Music Classes **Spring 2016**

**Palomar College**, General Education **2009 – 2010**