

TANJA JERAMAZ

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(707) 225-5545

EDUCATION

2015-2019

Santa Clara University | *Bachelor of Arts*
Santa Clara, CA
Major: Communication

WORK EXPERIENCE

Assistant for the 2019 PROMAX Conference 2019
ASPIRE ARTISTS AGENCY, Los Angeles, CA

- Assisted clients daily throughout various tasks
- Coordinated meetings between clients

Marketing and Communication Assistant 2017
FULHAM OPERA LTD., London, UK

- Created written content to promote events
- Assisted with production of the opera, Lucia Di Lammermoor
- Conducted marketing research by evaluating the audience of the opera and tailored social media outreach to their demographic

Corporate Partnerships Intern
GOLDEN STATE WARRIORS, Oakland, CA 2017

- Created ad campaign ideas for companies such as Coca Cola and Brita
- Planned events and managed activities
- Created strategies to promote the Warriors through social media
- Presented innovative ideas to the President and COO of the Warriors for the new Chase Center Arena

Administrative Assistant/Public Relations 2010-2015
GRGICH HILLS ESTATE, Rutherford, CA

- Public relations duties including welcoming guests, answering phones, and coordinating wine tastings
- Prepared winery reports using Microsoft Excel, Powerpoint, Word
- Solo vocalist for V.I.P. winery events and dinner concerts

LEADERSHIP POSITIONS

Event Coordinator
NAPA PORCHFEST MUSIC FESTIVAL, Napa, CA 2018

- Managed the planning of the festival as well as assisted in the operations the day of
- Performed a selection of original songs at the festival

ACTIVITIES

Athlete 2015-2016
DIVISION I CREW TEAM, Santa Clara University

- Dedicated 38 hours a week to practice and competition while balancing a rigorous course load

A Cappella 2016-2017
MEASURE UP A CAPPELLA GROUP, Santa Clara University

- Dedicated 8 hours a week to practicing and participated in group performances

SKILLS

Excel, Powerpoint, Avid, Prezi, Social Media (Twitter, Instagram, Facebook), Spanish language, Vocalist