

STEPHEN JANES

EVENT PRODUCTION AND MARKETING

CONTACT

-  310-227-5425
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-  Redondo Beach, Calif.
-  stephenjanes.com

To whom it may concern:

I am an experienced Event Coordinator with a background in public relations and audio recording, as well as advanced knowledge in cinematography, video editing, web design and graphic design.

My strategy as an Event Coordinator is to never settle for adequacy and to accept constructive criticism as much as I accept compliments. With any event, there is always room for improvement and I find that the attendees have the most unbiased suggestions on how a situation can be improved.

In any workplace, I strive to go beyond the job description to be the most valuable and effective employee while paying this knowledge forward by tutoring anyone who may deem the information valuable. Having spent most of my career on a college university, I have nearly 15 years of experience teaching students of various levels.

I would like the opportunity to meet with you to discuss employment opportunities you have available. Please let me know if you have any questions. If you would like to see a portfolio of my work, please visit my website at stephenjanes.com.

Thank you for your consideration,

Stephen Janes

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EDUCATION

B.A. Public Relations

CSU Dominguez Hills
Carson, Calif. | 2010

B.A. Audio Recording

CSU Dominguez Hills
Carson, Calif. | 2010

SKILLS

- Event Production
- Event Marketing
- Social Media Marketing
- Analytics Research
- Video Editing
- Cinematography
- Live Audio Production
- Web Design

SOFTWARE

Premiere, Audition, After Effects,
Photoshop, Google Apps, Microsoft
Office, Wordpress, Logic Pro

PROFILE

Looking to progress as an Event Coordinator and Marketing Director in an open and creative atmosphere. I have experience producing events ranging from casual mixers, entertainment panels, large scale concerts and campus wide conferences. My personal goal is to become a valuable asset in any work environment and gain knowledge in all applicable field while developing any and all understudies.

EXPERIENCE

PROGRAM COORDINATOR

ASSOCIATED STUDENTS, INC. | CARSON, CALIF. | 2017 - PRESENT

In charge of producing and executing all events for 501c3 non-profit organization, while also creating effective marketing strategies to help raise awareness about student advocacy. Also supervised radio station and developed website.

- Executed first "Spring Fling" concert event and negotiated contract with artists management; attended by 2,000 students
- Refreshed Elections strategies to raise voter turnout from 918 to 1,538 in a year
- Hosted the Cal State Student Association conference attended by members from all 23 Cal State Universities
- Began live streaming events that included forums, panels and question and answering sessions in order to reach a more broad audience
- Invented a Program Agreement process to help non-programming students plan and execute their events, complete with guidelines, check-lists and processes

RADIO STATION MANAGER

KDHR | CARSON, CALIF. | 2005 - 2017

Oversaw the day-to-day operations of the campus Internet radio station and managed any music requests for live events.

- Created internship program which became recognized by campus Communications department and trained students in audio edition, event production, marketing and studio maintenance
- Studied trends and became one of the first college radio stations to have all shows hosted on various podcast channels such as iTunes, Stitcher, Google Play
- Petitioned new studio location in the Student Union, where station would be at the center of student life

STEPHEN JANES

EVENT COORDINATOR AND MARKETING DIRECTOR

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CHRIS LEY

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