

Christopher Winston

North Hollywood, CA | (434) 665-7652 | ginston10@gmail.com

Overview

- Smooth and efficient professional
- Experience enhancing executive productivity and improving business operations.
- Exceed expectations for maximizing group performance and overseeing efficient calendars.
- Operate well with minimal supervision to meet demanding objectives.
- Skilled at communicating and developing relationships.
- Versatile skill set with experience in client services, entertainment business, and sales.

Work Experience

The Vocal Corner Store, Burbank, CA

Executive Assistant

January 2019 – Present

- Handling executives' day to day schedule.
- Coordinating events and booking travel arrangements.
- Act as the point of contact between the executive and internal/external clients.
- Management of existing and new client relationships.
- Maintains and updates client database, responds to client inquiries for coaching and works as a liaison between clients and other entertainment representatives.
- Uphold a strict level of confidentiality.
- Maintain activity log, arrange meetings and appointments and provide reminders.
- Handling executives' requests and queries appropriately.
- Undertaking the tasks of receiving calls, take messages and routing correspondence.
- Studio booking for clients and provide styling for artists.
- Met with clients to discuss goals and develop strategies for music career success
- Provide creative direction and pair artists with production teams.
- Management of social media presence on Facebook, Instagram and Twitter.

GW Management, Los Angeles, CA

Talent Manager

January 2018 – December 2018

- Performed daily day to day email correspondence, talent submissions, and management of client schedules.
- Maintained and updated client database, responded to talent inquiries and worked as a liaison between talent and entertainment representatives.
- Performed essential administrative support duties by providing scripts, preparing breakdowns, handling paperwork and agreements and communicating with artists.
- Prepared documents, such as contracts, statements of work, budgets, non-disclosure agreements and production packets for clients.
- Kept up-to-date on industry trends
- Helped to organize talent's schedule and plan appointments.

NRG Recording Studios, North Hollywood, CA

Marketing Manager

February 2017 – December 2017

- Worked with artists and handled a notable archive of multi-platinum records.
- Led a team of 5 to create and execute marketing campaigns.
- Management of social media presence on Facebook, Instagram and Twitter.
- Wrote media alerts and developed 2 social media campaigns to promote recording studio services.
- Booked studios, formed creative ideas, created music and entertainment articles.

Education

Master of Science, Entertainment Business

Full Sail University – Winter Park, FL May 2016

Bachelor of Science, Criminal Justice

Liberty University – Lynchburg, VA May 2012

Skills

- Exceptional spoken and written communication
- Proficient with Microsoft Office, Google platforms, and digital editing software
- Proficient with Spotify, Youtube, Apple Music and SoundCloud
- Expert knowledge of social media on all platforms
- Efficiently organize meetings and travel schedules
- Detail-oriented worker with administrative experience
- Data collection, organization, and analysis
- Natural ability to multitask and prioritize in a dynamic environment
- Experience in general office responsibilities & procedures
- Ability to work well with a team.
- Self-motivated and able to adapt to changing requirements
- Quick worker and can apply new concepts fast
- Experience in creation of Keynote presentations
- Works well under pressure
- Problem Solver: can actively find creative solutions
- Self Starter / Independent Thinker