

MOLLY CHEN

PERSONAL PROFILE

A bright, enthusiastic and proactive person who can work independently and as part of a team to achieve successful outcomes. Has a strong passion for a wide range of music and great communication skills with experience in live music, music journalism, talent scouting, marketing, PR and radio.

PERSONAL CONTACT

Address: 149 Lambeth Walk
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SKILLS

- Strong written and verbal communication
- Strong planning, organising and multitasking
- Detail-oriented and analytical
- Adaptive; quick learner
- Collaborative
- Time management
- Content creation
- Fluent in Microsoft Office and G Suite
- Creative writing

EXPERIENCE

Live Music

Programming Team Leader / 2017 - 2018

- Generated strategic deadlines for a team of event programmers
- Researched budget and demographic appropriate artists
- Established and maintained rapport with artist managers and agencies to book venue performers

Marketing Team Manager / 2017 - 2018

- Grew and improved a team of individuals to strategically promote events using direct and digital marketing
- Contributed to company social media accounts

Sound and Light Technician / 2016 - 2018

- Fulfilled artist-specific stage plots, sound and light requirements for concert events
- Collaborated with other technicians for smooth transition between entertainers
- Managed and accounted for artists' equipment from arrival to departure

Communications

A&R Executive / 2019

- Contributed reports of new, exciting talent
- Worked directly with artists, managers and labels all over the globe toward successful development campaigns
- Liaised between complex stakeholders such as artists and A&R managers

Independent Journalist / 2018 - present

- ascendantmusic.co.uk
- Independently scout, research and interview emerging artists for reviews and features

Music and News Writer / 2017 - 2018

- ndsmcobserver.com/author/mchen5
- Wrote and published music and news articles, including album reviews and concert previews
- Conducted, transcribed and published interviews with artists
- Delivered original reporting, extensive research, information analysis and routinely meeting tight deadlines

Radio DJ - WVFI / 2017 - 2018

- Hosted weekly online radio show, providing music to listeners and informational updates about featured artists

EDUCATION

University of Westminster, 2018 - 2019

MA Music Business Management
London, UK

University of Notre Dame, 2014 - 2018

BA Anthropology, GPA: 3.6/4.0
Notre Dame, IN, USA

London Academy of Music Production, 2017

Cutoff Studio's Arranging Academy, 2017