

# Katherine P. Hernández

Los Angeles, CA 90005

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## PROFESSIONAL SUMMARY

Multi-lingual music industry professional seeking to gain additional hands-on knowledge and experience. Well-organized, ability to multitask, detail oriented, dependable, and reliable.

## SPECIALTY SKILLS AND CHARACTERISTICS

- Languages:** Native English, Spanish, and French speaker, both written and spoken. Proficient in Italian both written and spoken.
- Administrative:** Proficient in Microsoft Suite (Word, PowerPoint, Excel), Google Suite, data entry, telephone and messaging systems
- Technology:** Avid Sibelius, Apple Logic Pro X
- Marketing:** Social Media Savvy: Instagram, YouTube, Facebook, Snapchat

## EDUCATION

### Musicians Institute College of Contemporary Music – Hollywood, CA

- B.A. in Vocal Performance – expected September 2020
- Awarded Future Success Scholarship – 2017-present
- Dean’s List – 2018-present

### University of Virginia – Charlottesville, VA

- Vocal Performance and Business Major – 2016-2017; Dean’s List

### Honor Society Memberships

- National Society of Collegiate Scholars – since 2017
- Phi Eta Sigma Honor Society – since 2017

### Lycée Rochambeau – Bethesda, MD

- *Baccalauréat Sciences, Mention “Bien”* – 2016
- High School Diploma – 2015

## EXPERIENCE

### **Intern: Cleopatra Records – West Los Angeles, CA** [Sept. - Nov. 2018]

- Handled mechanical rights/licensing via the Harry Fox Agency, packaged CD orders/promo materials, updated address book and key client information

### **Intern: Skyline Financial – Thousand Oaks, CA** [2013]

- Administrative support to the C-suite, including updating of key client files, reviewing and revising executive bios, and providing input on website appearance

**References Available Upon Request**