

Maria Isabel Restrepo

email: mir@marisabelres.com

EDUCATION

Berklee College Of Music, Boston, MA

5 Year BM Degree in Music Business/Management & Professional Music

Graduation Date: 2016

Instrument: Voice; Cumulative GPA 3.7

WORK EXPERIENCE

Art House Records

Miami, FL | September 2018 - Current

Project Manager and Studio Assistant Intern

- Handle daily tasks for artists and managers signed to Art House Records.
- Submitted all artist projects to Kobalt AWAL and InGrooves publishing portals.
- Assisted at any events held at Art House such as artist listening parties and performances.
- Sang background vocals for several projects produced by Julio Reyes Copello.
- In charge of fulfilling requests on artists riders for sessions with Jennifer Lopez and Marc Anthony.

GrindEthos Artist Services

New York, NY | July - September 2018

Intern

- Assisting day-to-day artist manager for artists like Austin Lucas and Los Bungalitos.
- Web and social media curation and maintenance.
- Backend organization and administration.
- Handle new release distribution via The Orchard.

Zāna “Wish He Stayed” Music Video

New York, NY | April - July 2018

Artist & Social Media Assistant

- Organized and assisted with set designs.
- Recorded behind the scenes content for release promotion.
- On-set assistant for director and videographer.

References Available Upon Request

- Front of house for pre-release album concert party.

Miami Conservatory of Music

Miami, FL | March 2017 - April 2018

Executive Assistant & Substitute Music Teacher

- Handle all scheduling for interviews, lessons, and other events.
- Mediate all communication (emails, phone calls and walk-ins).
- Music teacher for voice, theory, and songwriting.
- Efficiently organized special events such as the MCoFM Gala.

Heavy Rotation Records

Boston, MA | June - December 2016

Intern / Promotion and Sales Dept. Team

- The objective to rebrand HRR events was accomplished with the 2016 HRR's Artist Showcase I organized with the other interns.
- Promoted and distributed tickets heavily and this led to a sold-out show and a yearly spot at the venue for the label.

Education Outreach and Social Entrepreneurship

Boston, MA | June - December 2016

Jr. Communications Manager

- Responsible for the department's website blog and content management.
- Created and scheduled social media content for Berklee City Music Network and Berklee City Music Boston.
- Built monthly social media analytic reports.
- Worked on research projects, as well as, a wide range of administration tasks.

Claudia Rascon Artist Manager

Boston, MA | January - August 2015

Manager / Promotion

- Created a marketing plan for an unsigned artist with no social media presence.
- Designed a Facebook Artist page and Website that drew social media attention.
- Promoted her artist showcase on social media and managed to sell-out.

OTHER SKILLS:

Fluent in Spanish and English. Familiar with Squarespace, Weebly, TextWrangler (Basics in HTML coding), Teachworks, Pixlr, Microsoft, PowerPoint, Finale and Garageband.

References Available Upon Request