

Kathy P. Gerry

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BENEFIT TO WARNER-CHAPPELL: Having a royalty auditor with an MBA background, experience in record label royalty calculation, a mathematical and detail-oriented mind, sharp analytical skills, and a strong work ethic.

EDUCATION:

Suffolk University, Boston, MA May 2003
Masters in Business Administration (GPA: 3.48)

Related Coursework

Strategic Management · Organizational Behavior · International Business · Marketing · Entrepreneurship · E-Commerce · Computer Information Systems · Business Law · Managing Operations and Information Technology · Managing in the Global Legal and Economic Environment · Accounting Information and Customer Value · Statistical Methods · Tomorrow's Manager. □

Berklee College of Music, Boston, MA December 2001
Bachelor of Music: Music Business/Mgmt. (GPA: 4.0 Major/3.4 Cumulative)

Related Coursework

International Marketing · Data Management and Statistics · Business Leadership and Ethics · Principles of Financial Accounting · Computer Applications in the Music Business · International Economics and Finance · Legal Aspects of the Music Industry · Entrepreneurship · Principles of Business Management · International Industry Operations: Recording Companies · International Industry Operations: Music Publishing

EXPERIENCE:

Rounder Records January–May 2003
Intern, Royalty Analyst

- Calculated and issued quarterly mechanical royalty statements with payment to publishing companies.
- Verify Soundscan reports, and identify and report discrepancies to business manager
- Assisted in the design and development of an Internet database to track online retail and concert sales

Heavy Rotation Records, Boston, MA May–December 2001

Intern, Marketing & Promotions Team Leader

- Successfully implemented marketing and promotions plan with Epic Records for joint CD release titled *Shenikah*, which showcases thirteen new outstanding female performing artists from Berklee College of Music
- Obtained spotlight article in *Billboard* magazine promoting *Shenikah* CD release and promotional concert in Boston
- Managed and tracked record label efforts to promote CD to radio and retail throughout the U.S. and coordinated distribution efforts with Epic Records

Berklee College of Music, Boston, MA
Career Development Center Student Assistant

August 2001–Present

- Assisted students and alumni with their music industry research
- Assisted director, coordinator, and staff with ongoing projects, such as annual Career Expo, monthly workshops, research, and desktop publishing projects
- Posted job opportunities from music industry employers and general public

RELATED SKILLS/KNOWLEDGE:

- Project management and multi-task skills
- Professional knowledge of music industry
- Highly organized and efficient
- Public speaking and presentation skills
- Music industry contract experience
- MusiCalc (royalty accounting software)
- MS Access (accounting)
- MS Office Suite (Word, Excel, PowerPoint)
- FileMaker Pro
- Dreamweaver 4
- QuarkXPress
- Corel Draw
- Microsoft Windows XP
- Macintosh OS X
- Outlook Express
- Typing: 50+ wpm

KEYWORDS AND NOTES:

Kathy just graduated with her MBA, and has no formal work experience except for two very relevant part-time internships at record labels. Therefore, listing the Education section first allows the reader to see where Kathy's efforts have been focused over these past few years.

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There is no need to list your grade point average (GPA) unless it is 3.0 or higher. Also, if your typing speed were slower than 40 words per minute, it's probably a good idea not to list it, unless you are specifically requested to do so. □

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The Related Coursework in the Education section of the resume could have been omitted to make this a one-page resume. However, the decision was made to include it since the coursework was directly related to the position that Kathy was applying for. This presented a challenge since the resume now had too much content for one page and not enough for two full pages. By increasing the size of the font to 12 pt. and changing the font from Times New Roman to Palatino, the document length on the second page came out just about right.

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The standard fonts suitable for resume and cover letter writing are Arial, Palatino, and Times New Roman. These fonts are common to both PC and Mac platforms. Your name at the top of the resume should be written with a font size between 18 and 36. The rest of your resume, including your contact info, should use a font size between 10 and 12.

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