

Lisa Natalia Edelman

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Experience

Account Liaison, Alfred Publishing Co., Inc. September 2005-2007. Janeen Apodaca, Sales Rep Supervisor (818) 891-5999, x. 286.

- Account Liaison for JW Pepper, major client on worth of \$8M+/yr.
- Junior Account Executive--Handle sales, account maintenance and data entry for VIP dealers..
- General Account Support--Process orders, coordinate with suppliers, provide charts and basic analysis, high volume data entry, run queries, direct customer support and customer service.

Coordinator, CalArts Jazz Department. Sep. 2003-May 2004. David Roitstein, Dept. chair/661-255-1050.

- Maintain schedules for external performances by university ensembles.
- Coordinate and maintain faculty/student performance agendas.
- Oversee the "Jazz Concerts at Noon" program.
- Managed logistics of physical properties such as sound equipment and instruments.

Additional Skills

- Excellent written and oral communication skills.
- Several years experience coordinating schedules, materials and agendas.
- 2+ Years Experience with high-pressure high revenue sales environment.
- Mac, PC, AS-400 Platforms.
- MS Word, Excel. MS Outlook.

Education

Master of Fine Arts, Trumpet Performance. California Institute of the Arts, Valencia, CA. 2004. GPA: 3.5

Bachelor of Music, Trumpet Performance. Eastman School of Music, Rochester, NY. GPA 3.6