

Sophie Song

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EDUCATION

University of Richmond, Richmond, VA May 2020

Bachelor of Arts in Music, Minor in Business Administration

- Relevant courses: Music Entrepreneurship, Philanthropy in the Arts, Music Video and the Transformation of the Music Industry, The Music Industry: History, Technology and Promotion

Study Abroad: Universidad de Deusto, Donostia-San Sebastian, Spain Fall 2018

- Relevant courses: International Business, Accounting Fundamentals, International Finance

EXPERIENCE

The Broadberry, Richmond, VA August 2018- Present

Intern, Promotions and Publicity

- Assist in promoting hundreds of live shows in one of Richmond's most eclectic venues
- Work with the marketing team to create social media campaigns to draw in new audiences
- Manage additional strategies to expand our multi-use facility reach and increase yearly booked events

Sony Music Entertainment, New York, NY May 2018-August 2018

Intern, Artist and Repertoire

- Assisted in music research and talent acquisition for three new artists
- Reviewed demo submissions and scouted local music venues and shows
- Managed multiple executive calendars, schedules and meetings
- Provided administrative support to new artists at festivals, showcases and tours
- Troubleshooted issues with contracts, digital distribution and legal

Modlin Center for the Arts, University of Richmond, Richmond, VA August 2016-May 2018

Modlin Operations Assistant

- Maintained student staff schedules for concert/event operations support
- Completed monthly inventory checks and reports related to inventory and purchasing
- Assisted in the set-up and break down of performance spaces within the center
- Managed several data collections on various platforms and share information with proper constituents

PERFORMANCE EXPERIENCE

We, The Band, Richmond, VA August 2018- Present

Lead Bassist, Vocals

- Regional tour, northern/central Virginia

Guitar Ensemble, University of Richmond, Richmond, VA August 2016-Present

Guitarist, Ukulele

Burnt Toast, San Francisco, California May 2014-May 2016

Lead Bassist, Vocals

- Regional tour, Pacific Northwest

SKILLS

- **Design:** Photoshop, CSS/HTML, InDesign
- **Social:** Snapchat, Instagram, Facebook, YouTube, Musical.ly
- **Administrative:** Microsoft Office Suite, Adobe, Research and Technical Writing