miavanallen.com (312) 810 - 8123

mia van allen

mv5372a@student.american.edu 153 S La Peer Drive, Beverly Hills, CA 90211

MUSIC AFICIONADO DC INNO'S 2020 25 UNDER 25

EDUCATION

American University | May 2020 | Cum Laude B.A Public Relations & Strategic Communication Minor: Business & Entertainment

EXPERIENCE

ATC Management | September 2020 - Present

Intern

- Complete weekly reports for managers about the artists on their roster
- Complete reports on Chartmetric
- Attend weekly A&R meetings to pitch new artists

The Village Recording Studios | July 2020 - Present

Administrative Assistant

- Assist the Studio Manager in booking sessions for artists
- Coordinate food and beverage orders for clientele
- Greet clients when entering the studio

Color of Music Collective | May 2020 - Present

Founder

- Hosts weekly themed panels highlighting specific topics in the music industry
- Hosts monthly live stream concerts supporting independent artists
- Promote panels to high school and college students interested in working in the music industry
- The panelists are all POC/and or LBGTQ+ music executives

Clarion Call | Jan - May 2020

Intern

- Wrote and edited press releases
- Provided promotional & organizational assistance for Governors Ball 2020

Pottermouth | Aug - Dec 2019

Social Media Intern

- Solicited PR firms for brand deals and fashion week events
- Scheduled NYC photography shoots
- Collaborated with local NYC bloggers for fashion week events

Big Hassle Media | May - Aug 2019

Intern

- Researched journalists for pitches
- Solicited brands to work with artists
- Updated press databases daily for artists roster

Pressure Point Recordings | May 2017 - Apr 2019

Artist Management

- Managed artists/bands at the Midwest Music Group LLC
- Controlled all social media accounts, designed press releases, and booked shows
- Managed local Chicago pop/funk band, MNOR

Mystic Sons UK | Feb - May 2019

Public Relations Intern

- Attended local gigs in London to research and sign bands/artists
- Wrote press releases for tour and album announcements
- Collaborated with managers regarding clients PR needs

Sofar Sounds | Sep 2018 - Jan 2019

Ambassador

- Guest-list management for shows
- Artist liaison for bands at taped and live performances
- Sofar DC Instagram take-over during performances

Cobolt Chronicles | Aug 2018 - Jan 2019

Public Relations Intern

- Created graphics for Cobolt Chronicles' Pinterest and Instagram accounts
- Photography submissions for all social media platforms

Eventric | May - Aug 2018

Social Media Intern

- Researched analytics for all social media databases using Sprout
- Responsible for posting Instagram stories and highlights
- Met with tour managers traveling in the Chicago area

CERTIFICATIONS

Hootsuite Platform & Social Marketing Google Analytics, Meltwater

AWARDS

DC Inno's 2020 25 Under 25

References Available Upon Request

INTERESTS

Music, Social Media, Booking/ Promoting, Prioritizing Artist/ Company Relationships