

Lena Kasper

Management

Administrative Support

Client Relations

Summary of Qualifications

Dynamic, multi-dimensional professional offering more than 25 years of experience providing management, administrative, and client relations support. Excellent interpersonal and communication skills are accompanied by an intellectual curiosity and an analytical approach toward creative problem solving. Experienced working independently or in team-oriented environments; able to exercise sound judgment and discretion with highly confidential material.



Contact Me

323-000-0000

Kasperlena@yahoo.com

Career Highlights

- Entrusted with leadership role of assisting with vital functions of business startup, including development of business plan, marketing strategy and Standard Operating Procedures.
- Provided assistance, and strategic guidance, to executive level management teams, executing a variety of HR related tasks, including recruiting / candidate sourcing, on-boarding of new hires (HRIS platform), and payroll tracking and processing through ADP.
- Achieved international credit and acclaim as singer, songwriter and producer in the music industry, charting twice on Billboard's Heatseekers chart and Hot Dance Music/Club Play.

Employment History

ANEL Music

9/1998 - present

Singer/Songwriter/Producer

Creative force behind success in the music industry, fulfilling a variety of responsibilities, including song writing, bookings and promotion, negotiations, show production and merchandising.

- Spearheaded the creation of 50+ original songs, resulting in 3 record label contracts with industry giants including Dreamworks, Sony, and MJJ Music.
- Successfully negotiated and secured lucrative performance deals for several artists on over 100 shows, leading to an average of 30% increase in revenue and a 20% boost in merchandise sales and enhancing brand visibility.

B2I Entertainment Law Group, Los Angeles, California

01/2013 – 09/2023

Administrative Assistant

Performed daily operational duties along with general administrative tasks for law firm, leveraging skillsets and knowledge gained from more than 25 years experience in the recording industry.

- Streamlined administrative processes, facilitating seamless communication and collaboration between legal teams and industry stakeholders; significantly increased efficiency over the span of 10 years.
- Managed a high-volume workload, consistently meeting tight deadlines and contributing to the successful execution of client projects and legal proceedings.

Halston, Los Angeles, California

10/2005 - 01/2013

Sales Associate

Upheld Halston's legendary customer experience by providing prompt professional service, delivering quality service and product knowledge; sparked revenue as high producer of premium and promotional products.

- Achieved the status of the top performer in driving revenue, consistently surpassing sales targets by 25% through effective promotion and upselling techniques.
- Delivered unparalleled customer service, maintaining Halston's renowned standards, resulting in a consistent increase in customer satisfaction scores by 20%.

Education

Skillcrush, Front End Development, 2020 - 2021 (HTML/CSS, Responsive Web Development, Javascript and JQuery)

Eastern Michigan University (Completed courses toward BA in Business)