

PROFILE

Writer, producer, comedian based in LA. Highly effective in fostering relationships, with a friendly and energetic demeanor and excellent organization and communication skills. Currently dedicated to balancing full time job managing all administrative duties at a music publishing company while pursuing creative comedy and writing endeavors.

Key Strengths:

Schedule organization
Client Relations
Creative solutions

Public Speaking
Personable & engaging
Calm demeanor

PROFESSIONAL EXPERIENCE

Marginal Mediaworks | Los Angeles, CA *Assistant to CEO, Sanjay Sharma*

Jan - April 2020

- Coordinated scheduling and administrative emails for founder/CEO, Sanjay Sharma
- Maintained spreadsheets for project organization and tracking email responses

REACH MUSIC PUBLISHING, INC. | Los Angeles, CA *Director of Client Services & Operations*

June 2011 - Present

- Act as liaison between clients/songwriters/managers/lawyers and internal departments
- Develop and maintain strong relationships with music publishers and royalty societies as part of licensing processes
- Orchestrate royalty distributions of over \$2MM to 200+ clients, including Public Enemy, John Mayer, and Zac Brown
- Handle accounts receivable/payable, using QuickBooks to issue client payments, company expenses and yearly tax reporting
- Responsible for streamlining several aspects of internal administrative processes, including invoicing, licensing and CWR submissions

PRODUCTION EXPERIENCE

[South Asian AF](#) | Upright Citizen's Brigade (UCB) Theater, Los Angeles, CA *Producer/Host of variety comedy show series*

Jan 2018 - Present

Producer and host of the variety comedy show series at UCB Sunset, responsible for booking all acts, show promoting and connecting with various South Asian performers, including comedians, actors, writers and other producers. Organize and communicate with acts/managers/guests, as well as run tech rehearsal and all facets of the live show.

South Asian AF | Digital Team *Founder/Executive Producer of digital sketch comedy team*

Sept 2019 - Present

Creator of digital sketch team founded with the intention of providing more creative opportunities and connecting industry professionals in the community. Oversee execution of sketch content from start to finish, including managing writers' room, budgeting, communicating with producers and assisting actors and directors on set.

EDUCATION & HONORS

[Upright Citizen's Brigade \(UCB\), LA \(2013-present\)](#)

UCB Academy Level, Musical Improv, Sketch Writing, Member of Quick & Funny Musicals, Musical Mess Hall Team *Almost Midnight*, Producer/Host of South Asian AF variety comedy show series, founder of South Asian AF Digital Sketch Team

EMUSIC.COM, INC. Superstar Award | 2009

In recognition of outstanding contribution during employment

NEW YORK UNIVERSITY

Bachelor of Music, Music Business / Trustee Scholarship

ADDITIONAL SKILLS

Writing: Sketch writing, joke writing

Comedy: Academy Improv at UCB, rap/musical improv, stand-up comedy

Music Background: Voice (Classical/Jazz Studies), Guitar, Ukulele

Other: Avid crafter & obsessive list maker