

# DALYATAMAN

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## EXPERIENCE

### INTERSCOPE RECORDS

**JUNE 2008-PRESENT**

CREATIVE COORDINATOR/ADMINISTRATIVE ASSISTANT- CREATIVE

FEBRUARY 2009-PRESENT

- DRAFTING CONTRACTS FOR VARIOUS ART DIRECTORS AND PHOTOGRAPHERS, PROVIDING ADMINISTRATIVE SUPPORT, SCREENING PHONE CALLS AND DIRECTING INQUIRIES APPROPRIATELY.

- HANDLING TRAVEL ARRANGEMENTS, MOCKING UP AND ORDERING 8X10'S. MANAGEMENT AND MAIN CONTACT FOR CREATIVE ASSETS INCLUDING PUBLICITY PHOTOS, ARTIST/LABEL LOGOS, AND COVER ART.

JR. PUBLICIST/ADMINISTRATIVE ASSISTANT- PUBLICITY

NOVEMBER 2008-JANUARY 2009

- CONDUCTED INTERVIEWS FOR VARIOUS INTERSCOPE ARTISTS, PROVIDED ADMINISTRATIVE SUPPORT, MAIN CONTACT FOR PUBLICITY ASSETS AND DIRECTING INQUIRIES APPROPRIATELY
- HANDLED EXPENSE REPORTS, AND TRAVEL ARRANGEMENTS FOR VARIOUS ARTISTS

TEMP- PUBLICITY

JULY 2008-JULY 2009

- CONDUCTED INTERVIEWS FOR VARIOUS INTERSCOPE ARTISTS, PROVIDED ADMINISTRATIVE SUPPORT, MAIN CONTACT FOR PUBLICITY ASSETS AND DIRECTING INQUIRIES APPROPRIATELY
- HANDLED EXPENSE REPORTS, AND TRAVEL ARRANGEMENTS FOR VARIOUS ARTISTS

INTERN- MARKETING

JUNE 2008-JULY 2009

- COMPILED MARKETING REPORTS AND PRESS KITS FOR VARIOUS ARTISTS, PROVIDED ADMINISTRATIVE SUPPORT TO EXECUTIVES AND MARKETING COORDINATORS INCLUDING PROMOTIONAL WORK, MARKETING REPORTS, EXPENSES AND ARTIST RESEARCH

## EDUCATION

**CALIFORNIA STATE UNIVERSITY, FULLERTON**

**SEPTEMBER 2004-DECEMBER 2008**

**BACHELOR OF ARTS, COMMUNICATIONS**

CONCENTRATION: ADVERTISING

### HONORS:

FULL ATHLETIC SCHOLARSHIP

BIG WEST QUALIFIER & WESTERN REGIONAL QUALIFIER, WOMEN'S TRACK TEAM 2005-2007

## RELEVANT PROJECTS

**FBI MARKETING CAMPAIGN (FUNDED)**

**SEPTEMBER 2004-DECEMBER 2008**

**CREATIVE DIRECTOR**

- CREATED A FULL MARKETING PLAN FOR A FBI RECRUITMENT CAMPAIGN THAT WAS FUNDED BY THE FBI
- CREATED SLOGANS AND MULTIPLE ADVERTISEMENTS BASED ON TARGET DEMOGRAPHICS AND CAMPAIGN GOALS
- DESIGNED AND CREATED CAMPAIGN BOOK USED TO PRESENT TO THE FBI

**WWW.DALYATAMAN.COM**

**SUMMER 2007-PRESENT**

**DESIGNER**

## RELEVANT COURSEWORK/SKILLS

PRINCIPLES OF ADVERTISING, WRITING FOR ADVERTISING, GRAPHIC DESIGN, CREATIVE PHOTOGRAPHY, WEB DESIGN, ADOBE PHOTOSHOP, ADOBE ILLUSTRATOR, ADOBE DREAMWEAVER, ADOBE INDESIGN, MS OFFICE, TYPING SPEED: 85+ WPM.