

# Maria Mitran

Music Producer / Graphic Designer / Marketer

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[My Portfolio](#)

## Work Experience - Music / Marketing



### Arts Administration Trainee

Brighton Early Music Festival 2023 - New Horizons

*June - October 2023*

- Liaising with artists on the job as well as through social media (sending interview questions etc.)
- Capturing photo and video content for marketing purposes
- Uploading posts and reels to social media accounts to engage the audience for upcoming events
- Following ticket sales weekly to target certain undersold events for extra promotion
- Working the ticket desk and welcoming audience members
- Pitching marketing strategies for certain events to the festival manager
- Editing video content

### Mixing & Mastering Engineer

Trillian - Vampire Boys

*November 2021*

- 500k + Spotify streams as of 2023

### Freelance Promoter

Portsmouth College & The Wedgewood Rooms

*April 2019 - Feb 2020*

- Graphic-designed promotional posters - sharing them online and also putting up physical copies
- Created Facebook events
- Daily posting on a multitude of social media platforms (e.g. Facebook & Instagram)
- Checking on ticket sales, reporting up to the Head of Music Performance

## Work Experience - Other



### People Manager / Shift Leader

Ismet Turen Ltd McDonald's Franchise

Feb 2022 -Present

- This position has enabled me to be a mentor and lead others to provide great service to our customers,
- A customer service position that has taught me how to communicate with people and meet client needs by dealing with complaints and being approachable,
- Has provided me with extensive knowledge of safeguarding, first aid, operating electric equipment,
- Took care of secondary duties that concerned the crew's well-being,
- Experience as a key holder, overseeing a safe, taking care of business finances.
- Writing operations reports to higher-ups.
- Following and surpassing business projections, pushing sales and guest count increase daily.

### Crew Member / Trainer

McDonald's Southcoast Foods

May 2019 - December 2021

## Relevant Skills



- Mixing & Mastering
- Composition to Brief
- Logic Pro X Proficiency
- Audio capture
- Working with Artists
- Graphic Design (Adobe Photoshop Proficiency & Adobe Suite Knowledge)
- Digital / E-mail Marketing
- Web Content Writing
- First Aid Trained (3 day course)
- MailChimp
- Canva
- Microsoft Office
- Photo Editing
- Presentation Skills
- Project Management
- WordPress
- Social Media
- Copyright

## Education History



### Bachelor's Degree in Music Production & Music Business

Institution: BIMM Institute Brighton

Year of Graduation: 2023

Modules including:

- Marketing &PR
- Business & Enterprise
- Creative Video Production
- Audience Experience & Motivation
- Game Sound & Music
- Sound Design & Writing for Media
- and more

### Diploma in Music Technology

Institution: Portsmouth College

Year of Graduation: 2020