

LEAH CARDOZ

they/them/theirs | Brooklyn, NY

516-554-1060 | leahcardoz@gmail.com

PROFESSIONAL EXPERIENCE

School of Visual Arts | New York, NY

Temporary Assistant to the Chair, BFA Design & BFA Advertising Departments

Feb 2024 – June 2024

- Support the Chair with weekly *Design Thinking* class by planning agendas, booking industry professionals as guest speakers, grading assignments, organizing workshops, communicating with students, and delegating tasks to interns
- Maintain the Chair's calendar by managing appointments, scheduling meetings, prioritizing requests for interviews, ensuring deadlines are met, coordinating speaking engagements, and booking all travel and accommodations
- Assist the Director of Operations and Communications Coordinator in the planning and execution of annual large-scale events such as the Spring Gallery Exhibition, Accepted Students Day, and Industry Day, facilitating event set up and breakdown, sourcing catering and vendors, and assuming the responsibilities of event photographer
- Process invoices, manage outgoing mail deliveries, file expense reports, and reconcile the CEO's credit card
- Set up show builds for ticketed department events with Eventbrite, tracking RSVPs and managing waitlists
- Prepare Keynote presentation decks for board meetings, curate content for the annual department print publication, and write copy for press releases, social media posts, and school newsletters on behalf of the Chair
- Manage and maintain organization of the department inbox, Google Drive, and LinkedIn page

City Winery | New York, NY

Executive Assistant to the CEO/Founder

May 2021 – Sept 2022

- Efficiently streamlined the CEO's workflow by organizing schedules, owning projects, and managing inboxes
- Independently spearheaded large-scale events such as yearly management off-site conferences and benefit concert galas, handling the sourcing of event spaces and arranging travel and hotel accommodations for guests and artists
- Brainstormed artist lineups and coordinated artist outreach for one-off large-scale concerts, such as 'A Tribute to Paul McCartney at Carnegie Hall', 'Downtown Seder', and 'Benefit for Ukraine'
- Coordinated guest list reservations, hospitality requests, and site tours for high-profile artists, investors and press
- Advanced the company's growth by conducting market research for location expansion, creating compelling presentation decks for investor meetings, and fostering partnerships with local businesses on behalf of the CEO
- Authored the official company policy on using gender inclusive language and respecting pronouns across all offices

High Road Touring | Sausalito, CA & Brooklyn, NY

Agent Assistant

June 2015 – July 2018

- Settled and ensured accurate earnings for a roster of 300+ artists, scrutinizing expenses and identifying discrepancies
- Supervised the Contracts Department, vetting all signed contracts, riders, and immigration and insurance documents
- Convened with the CEO and senior agents to effectively route small and large-scale concert tours for artists
- Coordinated announce and on-sale dates with promoters and analyzed ticket sales trends for all artists on the roster
- Communicated to artist managers, lawyers, publicists, promoters and record label heads on behalf of the CEO
- Independently booked university concerts for rising talent, expanding markets and adding dates to announced tours
- Maintained highly-sensitive data files including earnings and personal information of high-profile musicians

SKILLS

Microsoft Office Suite | Google Suite | macOS | HTML | CSS | JavaScript | Squarespace | Figma | Canva | Mailchimp

EDUCATION

Flatiron School

Oct 2022 – Jan 2023

Full Stack Software Engineering Program

University of California, Berkeley

Aug 2011 – May 2015

Haas School of Business, B.S. Business Administration