

Joe Maymek

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EDUCATION

- Elon University •** Elon, NC May 2021
Bachelor of Arts: Music Production & Recording Arts
Minor: Jewish Studies
GPA 3.68
- Study Abroad: Academia di Firenze, Florence Italy Spring 2019
- Acquired proficiency in Italian language and engaged in vocal lessons

MUSIC PRODUCTION INTERNSHIPS

- Grind Management •** Beverly Hills, CA Summer 2019
Audio Engineer Intern
- Assisted engineers and studio manager with operations; observed inner workings of management and publishing
 - Created audio for 30-second television advertisement
 - Escorted and catered to talent and executives with respect and decorum
 - Replenished studio supply inventory; managed front desk and filing of session paperwork and talent scripts
- Concentrix Music & Sound Design •** Burlington, NC Summer 2018
Intern
- Performed automated dialogue replacement (ADR) for PBS TV show “Raggs Kid’s Club Band”
 - Assisted with the production of a lead-in music for local Fox news sports channel project
 - Observed score writing & sound design for commercials, TV Series’, and Video
 - Provided microphone placement and repair for voice-over work
 - Served as first point-of-contact in company lobby; performed various administrative duties

RELATED EXPERIENCE

- Music Department •** Elon University Spring 2020-Present
Music Production Lab Assistant
- Supervise Music Production & Recording Arts computer lab, updating protocols and monitoring use during COVID-19
 - Guide students in utilizing music software for course projects

LEADERSHIP & CAMPUS INVOLVEMENT

- Twisted Measure •** Elon University Fall 2019-Present
Business Manager (AY 2013-2014)
- Assisted with recruitment and auditions of 15-member co-ed a capella group
 - Planned east coast tour; coordinated all of group’s performance engagements
- Elon University Hillel •** Elon University Spring 2018-Present
Community Development Co - Chair
- Communicate with co-chair to plan, organize, and execute various semester-long events surrounding Jewish holidays
 - Conduct outreach to 5-10 local organizations per month to create new community partnerships

TECHNOLOGY SKILLS

- Pro Tools, GarageBand, Logic, Sibelius, QLab, Microsoft Office