

Jessica Gottlieb

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OVERVIEW

I am an innovative, ambitious and compassionate creative searching for opportunities to express my ideas and further my skills in the music industry. I have a passion for Expressive Art (music, poetry, media, design, photography) and find that my artistic and logical mind helps me to unlock concepts for use within my personal and professional projects.

Being *autistic, tenacity, commitment and integrity is in my nature. I am personable, reliable, supportive, warm, loyal, have a good sense of humour, an eagle-eye for detail and am avid to apply these skills in my next role.

**In December 2016 I was officially diagnosed as Autistic which I am more than happy to discuss in person.*

SKILLS

Neurodiversity | Events Production | Time Management | Teamwork | Merchandise Production | Administration | Pricing and Budgeting | Social Media Planning | Conducting Market Research | Photo and Video editing (Union, Perfect Video, Prequel, Afterlight, Phonto) | HTML (currently undertaking a course via Code Academy) | IT Proficient

PROFESSIONAL EXPERIENCE

SPECIALIST | Apple | London

April 2024 – Present

As a Specialist at Apple's store in Westfield Stratford City, my duty is to discover customers' needs, then follow up with the right solutions. I am there to guide and advise the customer, and even help set up their new products. Apple itself is very *people focused* and has a confidentiality policy which protects the customer and Apple's own information. I believe this is an important value to respect within the music industry.

EVENTS CREW | Sofar Sounds | London

July 2023 – Present

Sofar Sounds is a global music community that connects artists and audiences through live music. They bring people together to create space where music matters in 400 cities around the world. I really enjoy the focus on working as a member of a team, building relationships with colleagues and artists.

- In my Support role, I assist the Lead and Audio Engineer in setting up / packing down stage sets and with checking off tickets and additional names on the guestlist
- In my MC role, I assist artists with their requests ahead of their performance and on the night itself
- In my Lead role, I communicate with venue hosts, delegate tasks to the team on the night, and keep track of timings to ensure a smooth running show

FOUNDER | Sparrows Of Edxn | Remote

July 2022 – Present

I started my own platform to create a space and community for unsung musicians. This gives me the opportunity to help support and promote friends, underrated and upcoming artists.

- Curate a playlist for SOE's Spotify account
- Review and summarise songs for posts
- Conduct interviews for artist profiles
- Endorse artists via social media marketing

CONTENT CREATOR | BANKS Artist Fanpage

May 2014 - Present

For eight years, I built up and ran a main fan page on Instagram for my favourite artist, BANKS. The page was hacked in June 2022, but up until then I gained a lot of recognition amongst the fandom and fellow supporters.

My page had reached 1.7k followers and had up to 700 likes on an individual post, and BANKS herself follows the page and knows me past my pseudonym

- Led and collaborated on fan projects
- Engaged with social trends and streaming parties
- Kept up to date with posts of edits, photoshoots, tours and promotions of single / album releases
- Interacted with the fans, artist and label management via social media
- Acted as a strong voice for the fandom
- Photo and video editing

JUNIOR SOUS CHEF | Open House Deli | Winchester

May 2019 – May 2023

Working within a pressurised kitchen environment, I was required to be flexible and understand how to be forward thinking with managing my time wisely by prioritising the daily to-do list tasks in an organised and calm manner.

- Supported the head and sous chef with cooking and assembly of daily dishes
- Contributed to menu planning and brainstorming sessions and often was given the freedom to create my own recipes for cakes, chutneys and vegan hotpots.

EVENTS PRODUCER TRAINEE | Tate Exchange | Create Jobs London

Feb 2019 – April 2019

Collaborative programme where 15 young creatives curated a ground-breaking event *I Am At Tate Exchange Festival* which celebrates the creativity of deaf, disabled and neurodiverse children and young people. This role with Creativity Works taught me skills in social networking, event production and inclusive arts practise within the creative and accessibility fields.

STRATEGY INTERN | Mother London | London

Sept 2018 – Nov 2018

In this role, I jointly reviewed and monitored competitors' clients and attended meetings with our senior peers, where we would take notes and action points. We took the lead and prepared an Arts & Culture presentation to the Strategy team.

- Maintain awareness of competitors and present findings to the team
- Prepare and brainstorm content ideas for a principal client

WORK EXPERIENCE | The Social Circle | London

Sept 2016 - Sept 2016

This role gave me experience working with a start-up that specialised in working with social media influencers and brands.

- General administrative tasks
- Researched YouTuber and Social Influencers, uploading details to central databases
- Mail out of promotional merchandise

EDUCATION

Maths & Chemistry | AS Levels | St Swithun's School | Winchester, UK

2005 – 2012

INTERESTS

Music | Music Publicity | Guitar | Drums | Piano | Concerts | Poetry | Music Blog Writing | Merchandise Design & Production | Social & Digital Media | Photo & Video Editing | Graphic Design | Advocacy | Mental Health & Autism | Cooking | Nature |