




# MARIELA MALDONADO TORRES

## CONTACT

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 787.615.0557

 aleiramald@gmail.com

 San Juan, PR 00926

## CAREER OBJECTIVE

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Music Production bachelor's graduate and Entertainment Business master's graduate. A responsible individual with good judgment, time management, and a flexible schedule looking to pursue a long-term career in the music industry and join the workforce to gain real-world experience. Ability to complete tasks on time in both individual and team settings. Aiming to leverage my abilities, ready to learn and grow with your company. Frequently praised as hard-working by my peers, I can be relied upon to help your company achieve its goals.

## EXPERIENCE

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April 2023 - Present

### **BSA Analyst**

Matoco LLC, San Juan, PR

- Research and closing money laundering alerts
- Create monthly reports for review by the BSA officer
- Collaborate in money laundering investigations

January 2023 - April 2023

### **Program Coordinator**

Full Sail University, Winter Park, FL

Program Coordinator for the Undergraduate Business programs at Full Sail University. These include: Entertainment Business Bachelor of Science, Music Business Bachelor of Science, Sports Marketing & Media Bachelor of Science, Game Business & Esports Bachelor of Science, and Sportscasting Bachelor of Science.

Essential Duties and Responsibilities:

- Schedules, manages, and coordinates meetings and appointments for the Managers/Directors to which they are assigned
- Coordinates meetings, tours, meals, and other special events for department
- Documents and maintains records of initiatives with key industry partners
- Answers the phone and takes messages for the department
- Handles all travel arrangements and itineraries for the assigned department/team
- Manages and reconciles invoices for the department credit card each month and keeps records for annual budgeting purposes
- Assists with inputting data to help keep track of department's annual expense budget and capital budgets
- Assists with submitting, following up on, and filing contracts with vendors.

Other Responsibilities:

- Adheres to the policies and procedures of Full Sail University
- Maintains strict confidentiality of student and company information
- Demonstrates a strong commitment to the mission and values of the organization
- Adheres to company attendance standards
- Performs other duties as assigned

August 2021 - December 2022

### **Data Analyst**

MATOCO LLC, San Juan, PR.

- Part-Time (Remote).
- Responsible for data entry and data quality control.
- Responsible for OFAC alerts review and clearance.

June 2022 - June 2022

### **Panel Speaker For Student Experience Panel**

Full Sail University, Winter Park, FL.

- Speaker at the student panel discussion on the Full Sail student journey and experience for an audience of new university faculty and staff.
- Student panelists were recommended by degree program faculty.

October 2021 - January 2022

### **Campus Representative**

QuadioMedia Inc, Winter Park, FL.

Activities that Campus Representatives typically engaged in, but were not limited to :

- Planning and executing campus events.
- Introducing the app to as many campus creatives as possible.
- Collaborating with Campus Reps.
- Meeting with student creative groups.
- Actively engaging on the Quadio App through posting, commenting, and connecting.
- Attending concerts and performances by campus artists and networking with artists and attendees.

March 2020 - February 2021

### **Customer Service / Receptionist / Data Entry**

Condominio Parque Terralinda, Trujillo Alto, PR.

- Responsible for data entry and updating information on contact management system (ManageMyNet.com).
- Receive and respond to owner & tenants' requests and follow up as required.
- Keep track of third party scheduled services & contract renewals.
- Filing and other office related duties.

## **EDUCATION**

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September 2022

### **Master's Degree In Entertainment Business GPA 4.0**

Full Sail University, Winter Park, FL.

#### **Relevant Coursework**

- Digital Marketing, Business Plan Development, Entertainment Media Publishing, Product, Artist and Management, and Advanced Entertainment Law.

#### **Awards & Honors**

- Valedictorian
- Course Director's Award - Digital Marketing

November 2020

## **Bachelor Of Science (B.S.) In Music Production** GPA 3.74

Full Sail University, Winter Park, FL.

### **Relevant Coursework**

- Fundamentals of Music Business, History of Recorded and Popular Music, Popular Culture in Media, Music Theory, and Audio Workstations.

### **Awards & Honors**

- Salutatorian

## SKILLS

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- Public Speaking
- Verbal and Written Communication
- Mastery of Microsoft Office Software (Word, PowerPoint, Excel, OneNote, Outlook)
- Detail-Oriented
- Proficiency in Logic Pro X, Pro Tools
- Research
- Singer/songwriter
- Musical Theory
- Team Work Communication
- Music History

## LANGUAGES

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- **Spanish**  
Native
- **English**  
Fluent

## PORTFOLIO

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[www.aleiiramusic.com](http://www.aleiiramusic.com)