

# Joe Maymek

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## EDUCATION

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### Elon University - Elon, NC

May 2024

*Bachelor of Arts: Music Production & Recording Arts*

GPA 3.68

Minor: Jewish Studies

**Study Abroad:** Academia di Firenze, Florence Italy

Spring 2023

- Gained proficiency in Italian language and engaged in vocal lessons

## MUSIC PRODUCTION INTERNSHIPS

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### Grind Management - Beverly Hills, CA

Summer 2023

*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 professionalism
- Replenished studio supply inventory; managed front desk and filing of session paperwork and talent scripts

### Concentrix Music & Sound Design - Burlington, NC

Summer 2022

*Intern*

- Performed automated dialogue replacement (ADR) for PBS TV show "Raggs Kid's Club Band"
- Assisted with the production of 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 for those entering the business; performed various administrative duties

## RELATED EXPERIENCE

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### Music Department - Elon University

Spring 2022-Present

*Music Production Lab Assistant*

- Supervise music production & recording arts computer lab, updating protocols and monitoring use
- Guide students in utilizing music software for course projects

## LEADERSHIP

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### Twisted Measure - Elon University

Fall 2022-Present

*Business Manager*

- Assist with recruitment and auditions of 15-member co-ed a cappella group
- Plan east coast tour; coordinated all of group's performance engagements

### Elon University Hillel - Elon University

Spring 2022-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

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Pro Tools | GarageBand | Logic | Sibelius | QLab | Microsoft Office