

# CHARISE SOWELLS

Email: [charise.sowells@gmail.com](mailto:charise.sowells@gmail.com) Cell: 646.552.4181

## MUSIC CONTENT & ARTIST DEVELOPMENT

### **Creator and Curator**

Writing, producing, and recording songs, writing, directing, and producing scripts. Unabashed Productions, LA, CA 2008-present

### **Content Editor**

Processed video and advertising media with company provided tools to generate audio and video fingerprints. Gracenote, Oakland, CA, 5/2016-11/2016

### **Editor & Event Planner**

Wrote & edited music & event coverage, hired, trained, managed writers, created showcases. The Deli Magazine, Austin, TX, 4/2013-5/2014

### **2nd Assistant to Artist Manager**

Wrote artist bios and music video treatments, created press kits and expense reports, edited contracts, sold merchandise. Asti Entertainment, NY, NY, 8/2003-6/2004

## FILM/TV/THEATER PRODUCTION

### **Director's Assistant**

Managing several calendars, providing feedback on projects in development, reviewing submission materials, attending creative meetings, assisting with music supervision. Religion of Sports, LA, CA 8/2017-present

### **Summer Managing Director**

Promoted, developed and ran theater: casting, directing, stage managing, hiring, organizing, opening and closing, negotiating contracts, and running the box office. Black Box Theater, LA, CA, 5/2010-9/2010

### **Executive & Department Assistant to VP**

Edited and presented weekly promo reels. Managed calendars and planned events. Entered expense reports, arranged travel, hired, trained and supervised department interns. Assisted with shoots, editing sessions, and voice over recordings. Nickelodeon, NY, NY, 2/2007-10/007

### **Client Services**

Researched competitors and potential clientele, stocked office and kitchen supplies, opened and closed the studio, hired, trained and managed the interns, ordered client meals. Ear Goo Inc, NY, NY, 6/2006-11/2006

## ADMINISTRATION & OFFICE MANAGEMENT

### **Administrative and Executive Assistant**

Managed calendars, coordinated travel, orchestrated office move, planned national events, wrote and designed promo materials, liaised IT issues to consultant, ordered supplies. PWF, OAK, CA, 2/2015-5/2016

### **Office and Facilities Coordinator**

Implemented efficient systems of organization, supervised maintenance crew, custodians and parent volunteers, ordered supplies, scanned and filed confidential records, tracked student attendance, troubleshoot office equipment and facility issues, served as school nurse. The Khabele School, ATX, TX, 9/2012-9/2013

### **Administrative Assistant**

Managed admissions submissions, assisted with department events, greeted floor guests, staff and student, assisted them with printing needs and various inquiries. New York University, NY, NY, 9/2002-1/2005

### **Program Development Assistant**

Conducted survey across the US and Canada, participated in panel discussions, phone banked, traveled weekly and spoke on behalf of organization, promoted and recruited, high volume of email correspondence, worked independently in boss's home office. UUA, Portland, OR, 4/2002-8/2002

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## YOUTH EMPOWERMENT & ARTS EDUCATION

### Teaching Artist and Script Consultant

Taught middle school kids throughout LAUSD the elements of storytelling. Shot a short film with each class at multiple schools.  
Red Balloon Playroom, LA, CA, 3/2017-5/2017

### Teaching Artist and Film Producer

Taught students at LBJ high school how to make a short film. We pitched concepts that they voted on and then we provided a script for the selected concept. We hired a crew and rented locations for the shoot, edited the film, and then sent the kids to the Cannes Film Festival.  
Cinema du Cannes, ATX, TX, 1/2014-5/2014

### Teaching Artist and Playwriting Mentor

Taught special education middle school students how to write and perform a play. Performed their work for the school.  
Virginia Avenue Project, LA, CA,  
1/2011-6/2011

### Community Engagement Coordinator

Submit high school student films to contests around the world via Without a Box. Set up and moderated screenings. Assisted instructors.  
Educational Video Center, NY, NY,  
11/2006-2/2007

### Summer High School RA

Helped visiting students acclimate to New York City and campus life, mediated conflicts, assisted with creative projects, coordinated group outings, oversaw dorm activities.  
NYU, Tisch, NY, NY, 6/2004-6/2005

### Youth Leadership Academy Assistant

Recruited and trained youth leaders, fundraised, researched and canvassed targeted neighborhoods conducting interviews with community members about their families and public school experiences.  
Californians for Justice, LGB, CA,  
8/2000-4/2002

## ENTERTAINMENT PROMOTIONS, PR, SALES & MARKETING

### PR/Marketing Specialist

City of Austin/TCTA, Austin, TX  
10/2013-11/2014

### Brand Ambassador

SXSW, Austin, TX  
3/2012-3/2013

### Sheet Music Librarian

Strait, Austin, TX  
10/2011-2/2012

### Promotions Representative

Clear Channel, NY, NY  
8/2002-6/2003

## RECORD LABEL AND PRODUCTION COMPANY INTERNSHIPS

### Production Intern

Thirteen/WNET  
2006

### Marketing Intern

Universal Music Group  
2004-2005

### PR Intern

Astralwerks Records  
2003-2004

### Promotions Intern

Mute Records  
2002

## EDUCATION

**New York University**  
Tisch School of the Arts  
B.F.A.

## AFFILIATIONS

**ASCAP**, Songwriter and Publisher  
**NARAS**, Grammy Voting Member  
**Dramatists Guild of America**, Member