

# Casey Lewis

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## SUMMARY

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My history of managing operations, producing engaging content, increasing productivity, bridging relationships, and building communities makes me an invaluable asset to any team. I hold myself to the highest standards of transparent and effective communication, boundless creativity, bona fide cooperation, and unconditional compassion.

## WORK EXPERIENCE

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### **Settlement Specialist**, Los Angeles Philharmonic Association, Los Angeles (*freelance*) **08/2022 – Present**

- Manage all guest artist settlements for Walt Disney Concert Hall, the Hollywood Bowl, and The Ford.
- **Resolve payment issues** that are not in compliance with labor/management agreements and tax law.
- Prepare and issue correspondence to employee work groups and private agencies.
- Streamlined settlement operations, **reducing payment times from an average of 1 month post-performance to within 1 week of a performance** (check requests, cash requests, ACH, and wire transfers).
- Develop and maintain effective relationships with outside vendors, producers, and Accounts Payable, **reducing the occurrence of late payments by 28% in the first year of employment**.

### **Business & Operations Manager**, South Bay Originals Futsal, Torrance (*self-employed*) **07/2020 – Present**

- Plan and execute weekly pick-ups and quarterly tournaments, **increasing weekly clientele by 50%** (2021-2023).
- **Develop and implement annual strategic plans, budgets, and advertising campaigns**, ensuring continual growth and consistent branding while maintaining financial stability.
- **Cultivate partnerships** with local businesses, advancing the organization's mission to familiarize the South Bay with the game of futsal and support community members' local endeavors.
- **Write, edit, and proofread** website copy.
- **Project managed** a men's futsal team's season in the 2021 American Futsal League. Expertly organized budgeting, facility rentals, travel/accommodations, and personnel operations. Procured and negotiated associated subcontractor agreements.
- Secured the company's first primary rental facility in June 2021. **Negotiated and confirmed an agreement** with the facility to present SBOG Futsal's first men's futsal league in January 2024.

### **Content Writer**, eForms, Los Angeles (*full-time*) **10/2020 – 08/2023**

- Employed rigorous research, writing, editing, proofreading, and maintenance to **manage the content life cycles of over 500 web pages across 7 websites** (hosted on WordPress). Coordinated multiple projects simultaneously.
- **Performed SEO audits and keyword research**, preparing reports to assess improvements in Google rankings.
- **Produced engaging content** spanning diverse topics such as contracting, estate planning, real estate, and business operations, expanding the company's reach to a broader audience.
- **Monitored laws, rules, regulations, and policies** regarding content topics, ensuring legal accuracy in all written content.
- Demonstrated **flexibility in constructing content formats infused with SEO and UX best practices**, including blogs, contracts, "how-to" guides, legal summaries, letters, "listicles," YouTube video scripts, marketing and advertising copy, and social media copy.

### **Artist Liaison**, Los Angeles Philharmonic Association, Los Angeles (*full-time*) **03/2019 – 11/2020**

- **Coordinated artist logistics** (itineraries, ticketing, transportation, hospitality, guest management, ancillary events, etc.) to **ensure contract compliance** and guarantee a seamless, positive, and memorable experience for artists, ensuring their desire to return to the organization for future engagements.
- **Orchestrated the smooth execution of weekly rehearsal and concert duties** at Walt Disney Concert Hall and the Hollywood Bowl, leading to the successful delivery of outstanding musical performances.
- Supervised a team of 11 artist drivers (3 CDL) and a fleet of 6 company vehicles (one 15-passenger van), establishing efficient operations, artist confidentiality, and compliance with safety standards.

## WORK EXPERIENCE (continued)

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**Artist Management & Booking Associate**, Opus 3 Artists, Los Angeles (*full-time*) **10/2013–02/2019**

- Directed the execution of artist performance contracts, visas, and work permits, **ensuring comprehensive legal compliance** for domestic and international performances.
- Wrote and edited compelling artist biographies to showcase their talent and achievements, **published in hundreds of Playbills and concert programs worldwide**.
- Reorganized office, digitized hard files, and revamped daily procedures for an Executive Vice President and the Booking Director, supporting two high-level decision-makers and **achieving a 50% increase in daily productivity**.
- Developed a new system for tracking Music Director payments that was implemented company-wide.
- **Represented the company as the Fire Warden** for the office building's tenant requirements. Completed annual fire safety compliance training with the LA County Fire Chief and enforced employee compliance.

## LEADERSHIP AND PROFESSIONAL DEVELOPMENT

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**Leadership Development Specialist**, Rotary International, Los Angeles **04/2005–Present**

- Collaborate with District 5280 Rotary clubs to fundraise for student scholarships for the annual Rotary Youth Leadership Assembly (RYLA), **resulting in 100% contributions annually** and making the program accessible to students of all socioeconomic backgrounds.
- **Mentor a dedicated team of volunteers** to develop programs, offering comprehensive training and guidance to provide seamless preparation and execution of all conference activities.
- **Deliver crucial administrative support to the conference chairs**, reducing their responsibilities so they can focus on high-priority tasks.
- Organize, set up, and manage a multitude of experiential learning activities each day of the conference, **guaranteeing a linear and impactful event experience for all participants**.

**2021 Man & Woman of the Year Candidate**, Leukemia & Lymphoma Society, Los Angeles **12/2020–06/2021**

- **Recruited and guided 8 volunteers**, channeling their collective efforts towards a 10-week fundraising campaign.
- **Developed, planned, and implemented a strategic marketing campaign** that utilized physical mail, email, social media, and word-of-mouth recommendations and successfully secured corporate sponsorships and auction donations, **generating over \$42,000 in contributions** to the organization.
- **Produced templates for outreach materials** to assist the volunteers with their efforts.

## EDUCATION

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**Bachelor of Arts in Musicology**, New York University, New York **05/2012**

- Completed Minors: Creative Writing, Irish Studies

**Associate of Arts in Liberal Studies**, New York University, New York **08/2010**

## SKILLS

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### Hard Skills:

- Adobe PDF
- ahrefs
- Artifax
- Asana
- Class C Driver's License
- Citrix XenDesktop
- Google Suite
- Intermediate Bilingual (Learning Spanish)
- Microsoft Suite
- Monday
- Semrush
- Search Engine Optimization (SEO)
- UX
- Visa Applications (U.S. & International)
- WordPress
- Workplace (from Meta)

### Soft Skills:

- Active listening
- Adeptness at learning new skills/technologies
- Affable personality
- Clear and concise communication
- Clever problem solving
- Creative solutions to obstacles
- Composure under pressure
- Deadline-oriented
- Empathetic conflict resolution
- Impactful research
- Leadership development
- Legal comprehension
- Project management methods and procedures
- Rational judgment
- Systematic organization
- Team building and dynamics