

Casey Lewis

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SUMMARY

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

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)

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

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

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

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