



NAOMI EMMERSON

5101 DRUMMOND RD * LAS VEGAS * NV * 89130
512*903*0317 TONEPOETPRODUCTIONS@GMAIL.COM

PROFESSIONAL RESUME

[DOWNLOAD RESUME HERE](#)

[HTTP://TINY.CC/BZYVUJY](http://tiny.cc/bzyvujy)

"I do not believe there are any small jobs. Any task, large or small, should be approached with integrity and efficiency in order to achieve a feeling of self-respect. Respect for oneself results in the mutual respect from others."

- LANGUAGES** English / French
- COMPUTER SKILLS** MAC and PC: Microsoft Word / Excel/ Power Point / Corel Draw and Paint/ Adobe Premiere Elements / Internet Social Media / Web-based Email Marketing / Adobe Photoshop and Illustrator, basic Final Cut Pro 6, QuickBooks.
- EDUCATION** BFA from Concordia University (Montreal, QC 1991) – Visual Arts and Music (vocal performance)
D.E.C from C.E.G.E.P John Abbott (Montreal, Qc 1988) – Creative Arts
High School Leaving Certificate from E.C.S (1984)
- AWARDS** The Silver Maple Leaf awarded to the student who best upholds the ideals of the school
Games Captain and Prefect
"Top Ten of the Fringe" awarded to the most popular show at a venue – Toronto, CA.
"Outstanding Musical" Fringe NYC

ASSETS & TRAITS

organized, task oriented, efficient, problem solving, resourceful, friendly, professional, out-going, energetic, determined, focused, leader, respectful worker, creative thinker, good with money, curious, discreet, a good sense of humor, dedicated, loyal, self motivated.

INTERESTS

acting, singing, dancing, sailing, gardening, raising chickens, eco-conscious living, yoga, drawing, painting, construction & interior design.

ABOUT ME

I have been a professional singer and actor since 1992. www.naomiemerson.com. I performed and produced over 200 performances of a one woman show about Edith Piaf www.piafloveconquersall.com and www.tonepoetproductions.com. I sing in a Western Swing band [The Bordertown Bootleggers](#). I love raising backyard chickens and [have built 4 coops](#). I have fixed and flipped 6 houses doing much of the renovation myself and continue to invest in other kinds of real estate investment opportunities [Purple House Properties](#). I do not have any children, and have been happily married to a professional guitarist since 2000 [Jake Langley](#). We are both avid sailors.

REFERENCES Maria Battaglia (702) 737-3232 * Carolyn Freeman (702) 528-0455 * Michelle Hernandez (512) 627-4262

PROFESSIONAL EXPERIENCE

AMERICAN JAZZ INITIATIVE (NON PROFIT) Carolyn Freeman (702) 528-0455 www.americanjazzinitiative.org

POSITION Entertainment Assistant / Marketing Consultant * September 2015 – present

MARKETING / PUBLIC & PRESS RELATIONS / GRAPHIC DESIGN AND CONTENT MANAGER establishing and promoting social media outlets and managing web presence. Creating content for e-newsletters and posts, consulting client out-reach strategies, promoting events, products and services, creating marketing flyers, posters and online/print ad design.

ALWAYS ENTERTAINING! (TALENT BOOKING AGENCY) Maria Battaglia (702) 737-3232 www.alwaysentertaining.com

POSITION Entertainment Assistant / Marketing Consultant * March 2015 – March 2017

MARKETING & PUBLIC RELATIONS establishing and promoting social media outlets and managing web presence. Creating content for e-newsletters and posts, consulting client out-reach strategies, promoting events, products and services, sales.

OFFICE MANAGEMENT & OPERATIONS managing talent and client database, contact and calendar management, managing media and event files, contract writing, booking talent for events, supervising events.

PURPLE HOUSE PROPERTIES (REAL ESTATE INVESTMENT COMPANY) SELF-OWNED

POSITION Real Estate Investor March 2013 – present www.purplehouseproperties.com

MARKETING & GRAPHIC DESIGN create marketing materials to illicit new investment opportunities. Create and maintain website and all social media outlets. Maintain contacts database of buyers, investors, contractors, tradesmen, etc. Research seller sites and real estate for sale. Create property video tours and distribute. Create investor packages, flyers and ads.

OFFICE MANAGEMENT & OPERATIONS maintain all bookkeeping for each property and for LLC. Create budgets and proposals for joint venture capital opportunities. Negotiate contracts. Maintain current knowledge of legal and tax issue regarding real estate investments.

DR. PHYLLIS BOOKS (CHIROPRACTOR / EDUCATOR) Dr. Phyllis Books (512) 331-0668 www.drphyllisbooks.com

POSITION Marketing Assistant & Assistant to the Graphic Designer * Feb 2013 – Dec 2014

PRESS AND PUBLIC RELATIONS organizing the official Texas book launch and promoting book signings, coordinating book festival entry applications and speaking engagements, coordinating product & services advertising placement in print and online, soliciting press editorial interest, writing a monthly e-newsletter (infusionsoft / constant contact / mailchimp), writing and managing social media content, contact management.

CREATIVE / OTHER editing text and creating layout of instructional manual (power point / word), writing blog articles on topics of health and nutrition (Wordpress), writing, filming, directing and editing a 5 minute book trailer for "[Reversing Dyslexia](#)" by Dr. Phyllis Books, graphic design and photo editing for media ads, promo flyers and social media (illustrator / corel).

BRIGHT SHINING CITY PRODUCTIONS (AN INDEPENDENT FILM COMPANY WITH 1 DOCUMENTARY, 2 NARRATIVE FEATURES, A DVD BOX SET AND A BOOK) Mariusz Kotowski (512) 351-8861 www.mariuszkotowski.com

POSITION Press & Public Relations / Marketing Consultant & Manager / Assistant to the CEO (film director/producer) * Nov 2010-Feb 2013

PRESS AND PUBLIC RELATIONS write all company bios and film descriptions, manage all media (film, pictures, documents), write press releases, solicit press editorial placement, reviews, coverage and interviews, manage all press coverage of company & products, research and solicit distribution for films, solicit festival placement, create monthly e-newsletter, write / edit film descriptions and loglines for films in development, manage, maintain and monitor all social media and online presence.

OFFICE & OPERATIONS manage all DVD orders from Amazon and company website, schedule meetings, settle monthly accounts receivable and payable for company (bookkeeping), email management, manage contact lists, write contracts.

GRAPHIC DESIGN / CREATIVE / OTHER design press kits and producer packages, organize red-carpet film Premieres and after parties, project manage the DVD box set "[Pola Negri: The Iconic Collection - The Early Years](#)" including package design (illustrator), film editing (final cut pro) and procuring a distributor and creating a film screening tour. Successfully procured a book deal for "[Pola Negri: Hollywood's First Femme Fatale](#)" (Kentucky Press) and project managed its creation.

TONE POET PRODUCTIONS (AN ENTERTAINMENT PRODUCTION & MUSIC COMPANY) Jake Langley (917) 257-1961

POSITION Theatre Producer / Music Production Assistant / Promoter / Marketing Consultant * November 2004-present

STAGE / THEATRE project management, tour management, booking, budgeting, accounting, bookkeeping, payroll, staffing, scheduling, contract negotiation & writing, set, lighting & costume design, script analysis and editing, casting, ticket sales, fundraising. Visit www.piafloveconquersall.com for more information.

PROMOTION / MARKETING / GRAPHIC DESIGN creating / writing press kits, creating ad copy and editorial content for e-newsletters and ad campaigns, web-design, press solicitation for interviews and managing reviews, managing all social media content, managing media (video & photo editing). Creating promotional video trailers, designing flyers, posters and merchandise, ad campaign management, managing CD sales, managing studio bookings, solicit new clients.

MUSIC Develop new projects, promote & produce live music events.

THE AUSTIN FUNKY CHICKEN COOP TOUR (AN ANNUAL COMMUNITY EVENT TO PROMOTE RAISING BACKYARD CHICKENS) Michelle Hernandez (512) 627-4262 www.austincopptour.org

POSITION Committee Member / Graphic Designer and Merchandise Coordinator

OPERATIONS attend meetings, follow milestones, review coop applicants, visit coops and select participants based on criteria

CREATIVE design & layout of the 20 page tour brochure and guide (map), design and manage all event merchandise (T-shirts, caps, magnets), design and manage promotional material - poster, business cards, web graphics, e-newsletter