

Keely Esteves

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EDUCATION

W. P. Carey School of Business, Arizona State University, Tempe, AZ

Graduation: June 2025

Bachelor of Science, Business Law

- Relevant Coursework: Business Writing, Economics, Business Statistics, Principles of International Business, Copyright and Intellectual Property, Business Law & Ethics for Managers
- Summer 2024 term GPA: 3.93

Nova De Lisboa School of Business and Economics, Lisbon Portugal

- Fall Semester August 2023 – December 2023

Hawaii Pacific University, Honolulu, Hawaii

- Fall Semester August 2021 – December 2021
- International Business Scholars Program
- Dean's List Student

PROFESSIONAL EXPERIENCE

Internship, Tour Production Management: New Village Management

August 2024 – Present

- Assist in all aspects of show advancing, including:
- Assist in submitting visa applications and declarations on behalf of artists as needed
- Assist in submitting international tax paperwork on behalf of artists as needed (TAJAs, A1, 6166, etc.)
- Research and assist in securing live performance and travel insurance policies on behalf of artists as needed for contracted engagements
- Brainstorm travel strategies for artists upcoming tours
- Create, edit, and add tours in Master Tour production software
- Budgeting: assist in creating and updating tour budgets
- Create and edit artist contract riders and legalese, input lists, and stage plots
- Review incoming performance contracts to review advance information needed for upcoming performances and audit artist calendars
- General administrative tasks such as tracking ticket counts, post-show follow-up emails for financial settlement, etc.

Brand Ambassador, Assist Marketing, Phoenix, Az

January 2022– Present

- As a brand ambassador, we represent the company's values and engage with customers to promote products and services. We leverage social media and in-person events to create authentic connections and enhance brand visibility, ultimately driving customer loyalty and trust.
- Worked under the NCAA Final Four, VRBO, Powerade, CCMF, The Home Depot, Kroger, WNBA All Star Game, and Food Lion, while organizing booth setups at local events that targeted the core audience and had a direct impact on first time guest attendance

Barista, Black Rock Coffee Bar, Chandler, Az

March 2024 – Present

- As a barista at Black Rock Coffee Bar, we provided exceptional customer service by crafting high-quality beverages and creating a welcoming atmosphere. We efficiently managed daily operations, including inventory management and maintaining cleanliness, while engaging with customers to build relationships and promote our offerings. This role also involved training new staff members and ensuring a positive, team-oriented environment.

Waitress, St Amand Kitchen and Cocktails, Chandler, Az

January 2023 – January 2024

- As a waitress at a high-end restaurant, we deliver exceptional dining experiences by providing attentive and knowledgeable service to guests. We expertly navigate a diverse menu, making tailored recommendations to enhance each guest's experience. Our responsibilities included managing multiple tables efficiently, coordinating with kitchen staff for timely order delivery, and handling reservations and guest inquiries with professionalism. We also contributed to a team-focused environment, ensuring a seamless and memorable dining atmosphere.

LEADERSHIP EXPERIENCE

Leadership Position:

- **Team Lead Brand Ambassador:** Overseeing other brand ambassadors, making sure they are doing everything the client expects. Head ambassador of US Bank and the WNBA All-Star game 2024.
- **Team Captain of my Volleyball teams:** Make team decisions, be a role model, and encourage everyone to perform their best.

Skills Acquired Through Leadership Roles:

- **Conflict Resolution:** Effectively mediated conflicts among members, promoting a positive workplace atmosphere.
- **Mentoring:** Provided guidance and support to new workers, enhancing their skills and integration into the team.
- **Decision-Making:** Demonstrated sound judgment in making timely decisions that benefited team performance and project outcomes.
- **Motivational Skills:** Inspired and motivated coworkers and teammates to achieve their best, resulting in improved productivity and morale.
- **Adaptability:** Demonstrated flexibility in responding to changing circumstances and challenges while maintaining focus for everyone's best interest.

SKILLS & ACTIVITIES

- **Languages:** English: Fluent, Spanish: Intermediate (2 years in high school + 1 year Spanish teacher aid), Portuguese: Intermediate
- **Technical Skills:** Proficient in Microsoft and Google Software, Master Tour Software, Data Analysis, Reporting
- **Legal and Intellectual Property:** Understanding of Copyright and Intellectual Property Rights
- **Marketing and Communication:** Strategic Marketing, Public Speaking and Presentation Skills, Brand Promotion
- **Project Management:** Project Planning and Execution, Timeline Management, Resource Allocation
- **Financial Skills:** Budget Creation and Management, Tax Filing and Compliance (Taja Forms)
- **Management:** People Management, Contract Riders, Team Building and Development
- **Activities:** Volleyball, Drums, Surfing, Solo Travel
- **Volunteering:** ICan Youth Foundation
- **Interests:** Sports, Music, Marketing, Finance, Management, Law