

# Tamara Jiji

Los Angeles, CA 90036 | [LinkedIn](#) | [tamara@solkollective.com](mailto:tamara@solkollective.com)

---

## Summary

Dedicated, adaptable, and detail-oriented individual with a diverse background ranging from editorial to PR.

## Work Experience

### NeueHouse

Receptionist | Venice, CA | June 2024 — present

- Oversee front desk operations and act as initial point of contact within office space.
- Respond to general inquiry emails, answer house phone calls, and route communication appropriately.
- Maintain mailroom and sort incoming mail daily.
- Prep conference rooms for meetings daily.
- Facilitate guestlist check-in for large scale events.

### No Other Agency

Asset Manager & Public Relations Assistant | Los Angeles, CA | June 2023 — April 2024

- Assisted on press for several musicians, both major-label and independent.
- Wrote press releases for several high-profile musicians, and coordinated press interviews with publications such as Vogue, The Washington Post, Billboard, Rolling Stone, and more.
- Managed the acquisition and distribution of all client assets across various external teams and channels.
- Assisted in scouting potential clients by reviewing demos and researching artists' commercial viability.
- Handled all administrative tasks such as maintaining an extensive internal contact database, screening virtual meetings and calls daily, managing complex schedules and calendars, and coordinating travel/expenses.

### Flaunt Magazine

Editorial Assistant | Los Angeles, CA | October 2022 — May 2023

- Wrote articles for both print and digital features.
- Pitched and interviewed subjects for print and digital features.
- Handled administrative tasks such as transcribing interviews and assisting on editorial photoshoots.

## Skills

- Administrative support, Manual Data Entry, Copywriting, Campaign planning, Social Media Management
- Proficient in MS Office Suite, Google Workspace, as well as softwares Airtable, Later, Asana, Squarespace, Splash, Nexodus, and Tripleseat

## Education

UCLA Extension (2024)

Completed Music Business course in Artists & Repertoire

Santa Monica College (2021 — 2022)

Completed 35 credits towards an A.A. in Sociology

Penn State University (2018 — 2019)

Completed 36 credits towards a B.A. in Marketing