

CRISTINA FRANCISCO

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SUMMARY OF QUALIFICATIONS

Strong ability to handle multiple high-volume projects while maintaining excellent organizational skills. Knowledgeable with Microsoft Excel, Google Suite, and Adobe Sign. Efficient with processing and reconciling financial paperwork.

EDUCATION

University of New Haven (West Haven, CT)

May 2022

Bachelor of Arts, Music Industry

Minor: Business Management

Honors: Summa Cum Laude, Presidential Scholarship Recipient, Honors Program, Alpha Lambda Delta Honors Society

INDUSTRY EXPERIENCE

Warner Bros. Television/ Warner Bros. Discovery

Clerical Support and Consultant, Music Production Team

Jan 2023-Dec 2024

- Draft and submit SAG-AFTRA/AFM contracts and session reports, ensuring all payments are processed
- Coordinate with payroll companies, vendors, and contractors to process paperwork for WBTV scripted series
- Collaborate with Creative and Business Affairs team to ensure show's music budgets are updated
- Create and update Estimated Financial Cost templates for Music Department to cross analyze budgets
- Submit coded invoices and batches for payment processing through SAP

Student Committee of Programming Events

Vice President of Finance

May 2021-May 2022

- Oversaw and managed a \$500,000 budget for five committees
- Approved and submitted contracts for artists, production companies, promoters, agents, and vendors
- Finalized and submitted financial paperwork such as credit cards, purchase orders, and checks by deadlines
- Connected 1,800 fans with artists at events such as a Homecoming Concert and two Spring Weekend concerts
- Collaborated with the PR Director to plan and execute promotion for events such as the concerts

Warner Bros. Television/ WarnerMedia

TV Music Intern

Jan 2022-April 2022

- Assisted the creative team in script breakdowns to assess creative and clearance needs for WBTV scripted series
- Organized the music database with media submissions received from major and indie labels and music libraries
- Executed notices and finalized licensing requests for the licensing team

Recording Industry Association of America

Summer Intern

June 2021-July 2021

- Utilized best practices to increase major artist visibility on social media through campaigns such as New Music Friday and Gold & Platinum Mid-Year posts
- Gathered data and research for Content Protections Department and Communications Department into Excel spreadsheets to help solidify their music copyright cases that protect major artists
- Developed reports for Member Monday campaign to strengthen the company and major label's relationship

LEADERSHIP

Artist Management Class

Artist Manager

Aug 2020-Dec 2020

- Strategized a specific career plan to develop client's goals and a marketing plan for single release
- Presented client with administrative services to procure royalties and assign proper split sheets
- Negotiated on client's behalf to secure master recording and ensure proper deal points

WORK EXPERIENCE

Agave and Rye

Front of House Staff

Sept. 2022-Present

- Provide customers with a memorable dining experience to maintain a consistent clientele relationship
- Multitask in various areas of a fast-paced restaurant during shifts: trainer, host, to-go's, bussing, serving