JACK DOWNEY

MUSIC & CREATIVE OPERATIONS

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Portfolio: https://montclair-vsc.com/work/

PROFESSIONAL SUMMARY

Independent music producer and digital content creator with hands-on experience developing original releases, organizing production workflows, editing promotional content, and managing creative assets from concept through completion. Combines creative judgment with dependable operations, customer service, and deadline-driven teamwork. Seeking an entry-level role in music, live events, media, or creative operations.

CREATIVE EXPERIENCE

Music Producer & Digital Content Creator | Independent **Ongoing**

- Produce and arrange original music in Ableton Live, managing projects from early concept through final delivery.
- Organize session files, audio assets, metadata, release schedules, and distribution materials.
- Create and edit short-form promotional content using DaVinci Resolve and Canva.
- Track project schedules, marketing activity, and performance information in Google Sheets.

ADDITIONAL EXPERIENCE

Delivery Driver | DoorDash & Uber Eats **Jul 2022–Present**

- Completed 1,500+ deliveries while maintaining a 4.9 customer rating through dependable service and timely issue resolution.
- Coordinate with customers and restaurant teams while adapting quickly to changing priorities.
- Manage scheduling, financial records, mileage, and quarterly tax documentation independently.

Package Handler | FedEx Ground **May 2023–Oct 2025**

- Supported high-volume evening operations where accuracy, pace, and coordination were essential.
- Took on added responsibility for oversized freight, trailer-closing procedures, and training new team members.
- Worked with teammates to meet fixed deadlines and resolve workflow problems safely and efficiently.

EDUCATION

Berklee Online | Professional Certificate, Music Business Fundamentals **Expected Dec 2026**

University of Connecticut Undergraduate coursework

Relevant coursework: Music marketing, music business, industry trends and strategy, business law for artists, and creative entrepreneurship

SKILLS

Creative	Ableton Live • Music production • Digital asset organization • DaVinci Resolve • Canva
Operations	Project coordination • Deadline management • Customer service • Issue resolution • Team training
Productivity	Google Docs • Google Sheets • Microsoft Word • Independent work • Organized follow-through