

CHRISTOPHER J. MCQUEEN

Promotions • Entertainment • Event Planning

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EDUCATION

Virginia Commonwealth University 2007 - 2012

BIS in Music Marketing and Promotions, minor in Public Relation and Advertising

PROFESSIONAL EXPERIENCE

Clear Channel Radio Intern, Richmond VA 01/12 - 05/12

- Duties included preparing for and working at promotional events and remote broadcasts, taking photos during events/promotions and posting them on station's Facebook page immediately following events.
- Assisted with contest winner fulfillment, compiling and editing the calendar feature on Lite98.com.
- Promoted events on the station's Facebook and Twitter accounts.
- Created sales marketing materials that was used to upsell current clients and sell prospects advertising campaigns on Clear Channel Radio.
- Assisted with actual sales calls with account executives to learn about the sales process.
- Produced PSA's for Lite98, and 106.5 theBeat

VCU Department of Recreation Supervisor, Richmond VA 11/08 - 12/11

- Assisted in Facility Assistant training. Responsible for on-going training, work performance, performance feedback, and semester-end evaluation of Facility Assistants.
- Responsible for the participants using the facility; providing information about the facility including answering over the counter requests for information about facility, equipment and programs; controlling access to facility

Activities Programming Board Event Coordinator, Richmond VA 05/07 - 6/10

- Coordinated Back 2 Skool Jam featuring Cool Kids, Tyga, and Ryan Leslie.
- On site liaison between concert committee and artist: Supervised facility management, RMC employees, and 20 student volunteers.
- Backstage assistant for Lupe Fiasco Homecoming Concert in 2008.
- Hospitality Coordinator for spring Comedy Show featuring: AG White, Eric Frost, and Marshall Brandon; organized catering, dressing rooms and riders.

SKILLS

- Proficient in Adobe InDesign and Illustrator on Mac and PC.
- Familiar with Adobe Dreamweaver, and Photoshop.
- Customer service and hospitality, with over nine years experience in event planning.
- Able to manage relationships with all levels of staff and management
- Able to negotiate – with venues, caterers and services required to produce event.

EXTRACURRICULAR ACTIVITIES

Virginia Commonwealth University

- Re-Charter member of Rho Omega Chapter of Phi Mu Alpha Sinfonia of America Inc., Event Coordinator 2009-2011
- APB Extras Chair 2009-2010
- CompleX Modeling Troupe, Public Relation Chair 20010-2011
- Homecoming Committee, Historian 2008-2009
- Public Relation Student Society of America, Member 2009-2010

Thomas Jefferson High School

- Men's Volleyball Head Coach 2008-2012
- Ladies of Essence and Xtraordinary Gentz Step Team Head Coach 2008-2012

Virginia Union University

- Ackro Vinci Modeling Troupe, Choreographer 2012

Richmond, Va.

- KickRocs Daily Urban Blog, Blogger 2011- Present (KickRocs.com)