

JESS BURCHETT

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EDUCATION RELEVANT EXPERIENCE

ELON UNIVERSITY, MAY 2020 B.S. Music Production & Recording Arts B.A. Psychology

Graduated Summa Cum Laude
Elon College Fellow
Minor: Women's, Gender, and
Sexualities Studies

SKILLS & CERTIFICATIONS

Software

ProTools Certified at the User Level
Logic Pro X
Microsoft Office
Google Suite
Adobe Photoshop
Adobe Premiere Rush
Wordpress
Data Analysis (SPSS)

Music Production

Audio Post-Production
Recording
Mixing
Mastering
Vocal Performance

HONORS & AWARDS

Seena Granowsky Outstanding Student in
Psychology Award, 2020
Presser Scholar, 2019
Phi Kappa Phi Honor Society, inducted 2018

ASSISTANT | RINGWOOD, NJ

Knack Mastering, May 2021 - Present

- Sequence albums and EPs using Peak Pro
- Prepare final files for digital streaming, DDP, vinyl, and MP3
- Communicate with clients and send them their deliverables
- Assist in studio/gear maintenance

CREATIVE CONTENT & PROJECT MGMT INTERN | PHILADELPHIA, PA

Chubb Limited, August 2020 - April 2021

- Designed/maintained internal communications website for Chubb Studio
- Conducted/edited multi-format interviews with project leaders
- Aided in project management of Chubb Studio external marketing, resulting in dozens of new Chubb Studio programs within six months

LEAD ENGINEER | ELON, NC

Elon University Recording Studios, August 2019 - May 2020

- Created organizational infrastructure including job descriptions, hiring processes, and employment termination processes
- Maintained facilities and equipment such as the API 1608, SSL Matrix2, and Avid S6 via hardware repairs, software updates, and miscellaneous troubleshooting
- Instructed students enrolled in Studio Techniques I and II during staffed hours to use studio equipment and software

STEERING COMMITTEE CO-CHAIR | ELON, NC

Leading Women in Audio Conference, July 2018 - May 2020

- Developed and executed inaugural and second annual conference
- Selected and briefed nationally acclaimed audio professionals about their participation as presenters
- Designed and managed steering committee of 7 students covering all conference-related marketing, graphic design, technological support, hospitality direction, and online management

SELECT CREDITS

PRODUCER/ENGINEER:

["THE NOISE" BY ELLE BERTI | 2021](#)
["DEJA VU" BY ELLE BERTI | 2021](#)
["SHIVERS DOWN MY SPINE" BY NATALIE | 2021](#)

SINGER/SONGWRITER:

["EVERY DEBT" BY JESS BURCHETT | 2021](#)
[DREAMING OF U BY HELLO, 4AM | 2020](#)

PODCAST MUSIC & EDITING:

[GENERATION SLAY | 2021 SEASON](#)

MASTERING ENGINEER:

["I CAN HEAR YOU CALLING" BY STELLO | 2021](#)
["TURNING INTO VIDEO" BY STELLO | 2021](#)
["I WON'T BE AFRAID OF LOVE" BY STELLO | 2021](#)

RECORDING ENGINEER:

["AFTER DARK" BY CLAUDIA ESCALER | 2020](#)
["REMEMBER" BY GRAVEHEART, MAGGIE MULVIHILL | 2019](#)

FILM SCORING:

[EIDOLON BY SAMANTHA CHIN | 2021](#)