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# LEAH WALZ (SHE/HER)

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SEATTLE, WA 98126

| LEAHWALZ9@GMAIL.COM

| (650)720-3501

## SKILLS

Excellent organizational and time management skills

Extensive experience working in live entertainment

Professional and upbeat personality

Immense passion for the arts

Daily use of Microsoft Office and Google Suite

Experience working within a group for a united goal

Exceptional attention to detail

Experience directing film segments and operating sound equipment

Experience composing and arranging original musical works for solo and band performances

Experience corresponding and interacting with high profile clients in a positive and professional way

Comfortable with and excited to learn about new technology

Experience maintaining a thriving office environment

## EVENT COORDINATOR

FIRST CONGREGATIONAL CHURCH OF BERKELEY, BERKELEY, CA 11/2022-1/2025

- Managed all musical event bookings on MIDAS calendar software for the various church spaces, including coordinating instrument deliveries, logistical setups, and various director needs
- Executed all invoicing for various outside groups, including detailed charges for resources such as church risers, stage extensions, piano and organ use, and other various items as needed

## MUSIC PRODUCTION ASSISTANT

STANFORD UNIVERSITY - 2022-2023

- Assisted with all stage and equipment setup including audio equipment, lighting, risers, stands and additional artist stage plot requirements for shows
- Effectively communicated and executed live show productions with associates and under the direction of stage management
- Interacted with and provided guidance to high profile performing artists and their managers throughout performances

**MARKETING LIAISON/ VIDEOGRAPHER/ OFFICE MANAGER**  
OCEAN BLUE REAL ESTATE, HALF MOON BAY, CA — 5/2018-12/2021

- Managed all day-to-day office operations including office supply orders, maintenance management, office setup for meetings, technological upgrades, scheduling of company meetings and office communications
- Ordered and approved marketing designs for Ocean Blue listing signs, business cards, newspaper ads and other business marketing materials
- Created custom newsletters twice monthly using the MailChimp platform. Content included promotional videos and stills, blog posts created in Wordpress, and community awareness featuring charities and local businesses
- Operated company Google Suite on a daily basis - Google Drive, Google Business, Gmail, etc
- Created and maintained all social media content for Facebook, Instagram, Google Business, LinkedIn and Yelp platforms.
- Edited photo, video, and copy content for business promotion on Ocean Blue's website and on all social media platforms
- Managed film production of company promotional videos, including camera operation, lighting and operation of wireless microphones for episodes showcasing local businesses each month
- Uploaded and managed all video content on Ocean Blue's YouTube Channel, also creating video copy and consistent company branding on all promotional content

**OFFICE MANAGER, SWCA ENVIRONMENTAL CONSULTANTS**  
HALF MOON BAY, CA 9/25/2013-7/3/2014

- Handled all day-to-day office functions – supply orders, various errands, installing office machinery, coordinating office meetings, filing, answering phones, corresponding with clients and government officials, etc
- Daily use of all Microsoft Office Programs including Word, Excel, Adobe, and Outlook
- Scheduled out all staff meetings and coordinated travel arrangements for regular staff trips, including car rentals, hotel reservations, etc
- Responsible for all office documentation, accounting and scheduled maintenance - items included Business Licensing, permit application submittals, technology upgrades, and implementation of safety requirements

## EDUCATION

BACHELOR OF MUSIC WITH MINOR IN BUSINESS, FRIENDS UNIVERSITY — 2007  
WICHITA, KS

INTEGRATED MARKETING COMMUNICATIONS, CITY COLLEGE OF SF — 2024  
SAN FRANCISCO, CA

INTRO TO FILM STUDIES, CITY COLLEGE OF SF — 2023  
SAN FRANCISCO, CA

INTRO TO RECORDING & AUDIO PRODUCTION, WOMEN'S AUDIO MISSION — 2022  
SAN FRANCISCO, CA

INTRO TO LIVE SOUND, WOMEN'S AUDIO MISSION - 2021  
FREIGHT & SALVAGE, BERKELEY, CA

HARMONY ROAD MUSIC TEACHER CERTIFICATION COURSE - 2013  
PORTLAND, OR

## REFERENCES

### PROFESSIONAL:

AUGUST LAPERCHE (510) 848-3696, ALAPERCHE@FCCB.ORG  
DIRECTOR OF OPERATIONS  
FIRST CONGREGATIONAL CHURCH OF BERKELEY, BERKELEY, CA

DAVID OLIPHANT (650) 445-8145, DAVID@OCEANBLUERE.COM  
FOUNDER & CEO,  
OCEAN BLUE REAL ESTATE, HALF MOON BAY, CA

### PERSONAL:

JAMIE COLACECCHI (425) 367-2134, JCOLACECCHI@GMAIL.COM  
TIME KNOWN: 25 YEARS