

JEFFREY A. MAXIE

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LINKS

- www.jalanmaxie.com
- www.linkedin.com/in/jeffreymaxie/

PROFESSIONAL SUMMARY

Vision-driven musician with career-long record of musical/artistic direction, event planning and execution, leadership/training and administration for religious and performing arts organizations. Exceptionally dedicated professional with keen communication, administrative and organizational skills. Demonstrated skills in improving the quality of performance from both the artistic arenas as well as corporate. Besides performing, composing and coaching piano and voice, I have over 10 years experience as a personal assistant.

SKILLS

- Musical/Artistic Direction
- Graphic Arts
- Administration
- Microsoft Office Suite
- Adobe Suite
- Project Management
- Event Planning
- Social Media Management
- Recruiting
- Staff Development
- Composing/Songwriting
- Producing/Arranging

WORK SUMMARY

Jan 2016 - Current

PARTNER/DIRECTOR / JAMAJOJO MUSIC

- Work with artist developing unique sound and promotional materials.
- Write and produce various genres of music.
- Provide recording, mixing and musical direction services.
- Arrange music for special productions.
- Develop project budgets and managed production costs.
- Develop schedules for production, editing and duplication for timely delivery.
- Recruit potential talent.

Feb 2003 - Dec 2020
TOLEDO, OH

DIRECTOR of MUSIC / CORNERSTONE CHURCH

- Music Director for 7 campuses across 4 states.
- Recruit and train individuals within a multicultural environment on different genres of music.
- Lead a team of 100+ people in music, dance, and sound in multiple locations.

- Music Administration work including copyright admin, licensing and production schedules
- Work with Artist on songwriting, publishing, production and marketing
- Audio/Recording engineer for projects as well as Video Production and conception.
- Perform audio mixing, songwriting, keyboard playing, producing, and musical direction.
- Oversees recruitment and training of team members.

Oct 2002 - Jan 2003
Maumee, OH

SALES REPRESENTATIVE / LAKESHORE PROMOTIONS

- Fostered relationships with customers using account management skills to bolster future sales opportunities.
- Liaised between parties to coordinate schedules, payments and allocations while managing customer accounts.
- Generated and followed up on lead lists resulting from specific marketing campaigns.

Jan 1998 - Oct 2002
TOLEDO, OH

DISTRICT MANAGER / LEATHER LIMITED

- Oversaw 17 stores across 4 states; guided performance in meeting sales goals and maintaining store appearance.
- Recruiter for 17 stores across Michigan, Chicago and Milwaukee.
- Enforced ongoing management and full-time staff training standards.
- Responsible for hiring all management staff.
- Developed recruiting and visual systems.

Aug 1996 - Jan 1998
NEW YORK, NY

MANAGER / GAP INC

- Supervised a \$10 million location in Manhattan, NY ranked as number 4 in total volume in the greater NYC area and number 12 in the US.
- Reduced overall shrink from 6.3% overall loss to 2.1% in first 6 months of employment.
- Oversaw a staff of 75 to 150 depending on the season.

May 1993 - Aug 1996
Cincinnati, OH

DISTRICT MANAGER / LEATHER LIMITED

- Revitalized operations and realigned plans to better capture new opportunities and take advantage of changes in customer habits.
- Optimized in-store merchandising, brand presentation and inventory availability and focus.
- Led targeted training programs to educate staff on product benefits and service capabilities.

- Improved operational standards, personnel moves, and merchandising strategies.

Jan 1986 - Jan 1991
FAIRBORN, OH

STAFF ACCOMPANIST / WRIGHT STATE UNIVERSITY

- Accompanist for Student Voice Recitals and Theatre Program.
- Responsible for the musical direction of many student productions.
- Played in the pit for many Festival Playhouse Musicals.

EDUCATION

Jun 1991
Dayton, OH

Bachelor of Arts in Organizational Communication

Wright State University
Minor in Vocal Performance

AFFILIATIONS

Member, Board of Directors, Toledo Jazz Orchestra
Member, Board of Directors, Operation Surprise Attack
President, Tibaron HOA