

Dan Marek

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Professional Summary

Professional Writer and Business Manager with experience handling multiple projects simultaneously. Adept at building strong relationships that strive to meet individual and corporate goals. Motivated, detail oriented and organized. Dedicated to positive interaction with co-workers, clients, and customers. Key skills/knowledge include:

Real Estate	Music Journalism	Property Management
Contractor	Concierge Services	Bass/ Guitar Teacher
Photography	Research/ Fact Checking	Office Assistant
Promotion	Sales	Document Preparation
Guitar Technician	Fire Dancer	World Travel

Career Highlights

Turned a fledgling business into a profitable, well-oiled machine that consistently made more money each year through determination, planning and great production.

Changed the content of a magazine to gain 250,000 more readers than when I started.

Won multiple awards for music journalism, poetry, short stories, and news coverage.

Trained staff members to know their product inside and out to make production better and more informative.

Combined music journalism with guitar sales to make sure celebrities coming through town had the gear they needed and the promotion they wanted which helped to boost my sales numbers to the top in the Midwest.

Work Experience

Big Sky Properties, Austin, TX (2005-Present)

Vice President, General Contractor, Bookkeeping, and Property Manager

Handled all matters of operation for a 'flipping' real estate company which bought troubled houses, fixed them up and resold them (or rented them) for a profit. Upgraded homeowner's existing houses in order to get more equity out of them before putting them on the market. Planned and executed business subsidiaries to widen the platform of the work done while keeping a solid integrity and namesake.

Key Accomplishments:

- Built a "dream team" of outside contractors to professionally handle massive work loads in a small amount of time.
- Developed relationships with realtors in many markets to keep an eye out for potential investments.
- Analyzed the market to make the most profit in small amounts of time while keeping integrity and repeat clientele.
- Created systematized, professional, and easy market subsidiaries to make use of resources and labor when the real estate market slowed down.
- Successfully managed rental properties with dignity and resourcefulness.

Music Journalist, NYC, Chicago, Austin, Phoenix, Raleigh, Philadelphia, Los Angeles, (2001-Present)

Worked for publications across the Globe including the Village Voice, Rolling Stone, Spin Magazine, the New Times, State Press, Moviefone, and many others.

Key Accomplishments:

- Consistently covered music acts to preview shows through interviews, reviews and critiques.
- Won multiple awards for writing, content coverage, layout and photography while on staff.
- Traveled across the Globe to cover news as it happened in the music industry.
- Assisted many editors to make sure their jobs ran as smoothly and effortlessly as possible.

Early Career

Sales, Guitar Center, Chicago, IL (2004-2005)

Sold guitar and basses to regular customers and celebrities for special occasions.

Researcher/ Book Publishing, Princeton Review, New York City (2003)

Gathered information on colleges for Grad School and Study Abroad books.

Photographer, self-employed, Austin, New York, Chicago, (2001-present)

Took promotional pictures of bands from small to large, on stage and off.

Bass/Guitar teacher, self-employed, Austin, TX (2005-present)

Taught music lessons to all ages in all types of music.

Data Collection, Analysis and Condensing of Documents, Whole Foods Market, Austin, TX (2003)

Collected spread sheets from Store Team Leaders on leases, contact information and expenses from over 200 stores and compiled them into a simple excel document.

Office Assistant, Reporter, Fact Checker, Music Internship, Village Voice, New York City (2002-2003)

Assisted Music editor with daily tasks and editing, wrote briefs on bands coming to New York for "Choices" section each week, worked in the Fact Checking department.

Assistant/ Internship, Rolling Stone Magazine, New York City, (2002)

Transcribed interviews, organized data and gathered quotes for editors. Worked on R.S. Books simultaneously. Worked in the photography department as an assistant.

Assistant/ Internship, SPIN Magazine, New York City, (2002)

Researched topics, gathered information, transcribed for editors and writers. Copy edited, fact checked and worked on my own articles.

Freelance Music Reporter, Moviefone.com (AOL, NYC), Phoenix Magazine, New Times (AZ), College Times, Stereo-Type Magazine (Philadelphia), The Music Monitor (Raleigh,NC), SPIN Magazine, 1-42, The Village Voice (NYC) (2000-Present) Wrote articles about new and old artists, usually interviews for various publications.

Staff Music Reporter, College Times Magazine, Phoenix, AZ (2001-2004)

Wrote reviews, interviews and feature articles about a plethora of bands as well as writing supplements on topics from voting to technology.

Editor, Music Editor, Assistant Editor, Reporter, Photographer, State Press Magazine, Tempe, AZ (1998-2001)

Generated content for a weekly magazine for three years while managing reporters and deadlines. Transformed the content of the magazine to meet the needs of the readers. Edited and managed the daily news paper covering politics, police, campus actions, as well as magazine features. Covered up to eight shows a week while the Music Editor by using award-winning interviews, reviews and critiques.

Columnist, Link Magazine for Musicians, Phoenix, AZ (1998-2000)

Wrote monthly columns called "getting into the industry" showing local bands how to manage the professional side of music.

News Reporter, Mesa Legend, Mesa, AZ, (1999)

Generated bi-weekly articles about Mesa Community College and traveled to San Francisco to cover the model U.N.

Shift Supervisor, Starbucks, Phoenix, AZ, & NYC (1999-2001)

Managed staff and the shop at some of the busiest coffee shops in the States.

Data Collection and Analysis of Documents, Arthur Anderson, Phoenix, AZ (1998)

Began a huge data project collecting information on an Air Force bomber for an audit.

CAD drafting/ Internship, Cowey, Gudsmanson, and Leader L.L.C. Civil Engineering Firm, Itasca, IL (1995)

Trained the staff on the new version of AutoCad, then designed water flow systems for many commercial and residential communities in the Chicago area.

Education

Bachelor of Arts, in Journalism with an Emphasis in Music, Walter Cronkite School of Communications at Arizona State University. 1996-2001 (Tempe, AZ)

Music Minor, College of DuPage, 1995 (Glen Ellyn, IL)