

Chung Kan Matt Lam

(him)

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EDUCATION

Berklee College of Music, Boston, MA

September 2023 - December 2025 (expected)

Bachelors of Music in Professional Music (Business and Performance)

GPA: 3.97/4.00

Dean's List from Fall 2023 to Fall 2024

EXPERIENCE

The Underground Hong Kong, Hong Kong

November 2024 – Present

Music Review Writer (Intern)

- Authoring reviews for artists across diverse music genres to boost engagement
- Demonstrating time management skills in balancing writing with academic and professional duties
- Conducting comprehensive analysis of music styles on both a local and global scale
- Coordinating with the supervisor to ensure timely updates and revisions through timely communications

Berklee College of Music, Boston

September 2024 – Present

Marketing Club

- Analyzing and studying marketing trends on social media by having weekly meetings with members
- Learning marketing techniques through virtual meetings with business leaders and record label executives
- Constructing social media marketing plans for artists at Berklee College of Music for shows and events

Love Da Records, Hong Kong

May 2024 – August 2024

Physical Department Assistant (Intern)

- Provided data entry support for the Physical Department by organizing release schedules
- Pitched to international companies regarding vinyl and CD sales through calls and emails
- Analyzed music trends and evaluated shipment orders needed to meet the needs of customers
- Updated sales and financial records in Excel

Hong Kong Shue Yan University, Hong Kong

September 2020 – May 2021

Band Officer

- Organized annual performances and singing competitions during the ever-changing pandemic situation
- Recruited guest performers for annual performances and members for the upcoming years
- Worked with an annual budget of \$10000 given by the school and reported the financial situation annually

SKILLS

- Fluent in Cantonese, English, Mandarin, and French
- Proficient in Microsoft Office and Google systems: Word, Excel, PowerPoint, Outlook, Docs, and Sheets
- Thorough understanding of social media platforms: Facebook, Instagram, Threads, and TikTok
- Experienced in conducting online meetings via Zoom and Teams
- Working knowledge of Final Cut Pro, Logic Pro X
- Experienced at organizing events and communicating with different parties
- Competent in handling customer issues and questions
- Comfortable with E-commerce and Sales Pitching
- Thrives as a team player and excels in building a strong team