

Céline Noël

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Employment History

FREELANCE, Atlanta, GA

June 2010 - Present

International Promotion Coordinator, Band Assistant, Day-to-Day Management

- Coordinate International promotion for multi-platinum selling Rock/Metal band. Responsibilities include talking to label representatives, promoters, media in foreign countries to coordinate interviews, meet and greet, signing sessions to promote the band's new record and upcoming International tour dates.
- Working with Atlanta band, MonstrO. Assisting with various aspects of day-to-day management, touring, promotion, merchandise sales and any matter needing attention. Duties include writing the band's biography, distribute music, photos to media for promotion and interviews. Talking to promoters to set up and advance shows. Booking travel and hotels according to tour itinerary. Fulfilling t-shirt orders from MonstrO's online store as well as set up and sell merchandise on show days.

WARNER BROS. RECORDS, Burbank, CA

July 2003 – June 2010

Manager, International Artists Development

Primary responsibilities include collaborating with Warner Music International offices and licensee record labels in over 30 countries worldwide to establish and promote Artists from the Warner Brothers, Reprise, Sire Records' rosters.

Working closely with managers and tour managers to promote new albums overseas and travel with the bands when necessary.

Daily responsibilities include:

- Coordinating interviews, promotional tours with international labels and Artists' managers.
- Scheduling and supervising press junkets, photo shoots and showcases for album releases with international media in the US or overseas.
- Coordinate air and ground travel for artists and crew while staying within budget constraints.
- Travel overseas with the artists whenever required. Recent travels include tour manager duties for Mastodon for a week during their "Crack The Skye" promotional tour in Germany and the UK. Escorting The Veronicas to Bogota, Columbia for the filming of MTV Latin America "Los Premios". Accompanying Iyaz to Europe to promote his single "Replay".
- Daily updates of the artists' promotion schedule while on tour.
- Work with Artists' booking agents coordinating interviews to promote concerts and tickets sales.
- Establish relationships with various vendors in the US and around the world such as photographers, recording studios, various suppliers and private charters companies.
- Locate specific equipment, gear, personnel, clothing, whatever the artists need.
- Review and often create budgets for promotion and concert tours, also responsible for billing and vendors' payments.
- Update the Warner Bros Records International publicity website containing artists' press kits, press releases and publicity photos.
- Gather Marketing plans from the foreign offices for album releases.
- Work with all US Warner Bros Records departments involved in the release of an artist's new record.

Roster included: Against Me!, Avenged Sevenfold, Deftones, Disturbed, HIM, Iyaz, Mastodon, Mutemath, Never Shout Never, The Spill Canvas, Static-X, Taking Back Sunday, The Used, The Veronicas.

BRET BAIR MANAGEMENT, Los Angeles, CA

January – May 2001

Assistant, Office Coordinator

- Assisted in day-to-day management of personal & business affairs for Bret Bair.
- Orchestrated correspondence between the bands, Bret Bair Management, the labels and Creative Artist Agency during recording and touring.
- Maintained calendars for all confirmed and proposed tours for clients Hoobastank and Papa Roach.
- Assisted artists with personal requests - including hotel bookings and VIP guest lists.
- Coordinated recordings schedules between artists, producer and studios.
- Assisted producer Amir Derakh by researching and booking recording studios according to specific requirements for a demo recording for Punk band Red Tape.
- Maintained office manager responsibilities, including office maintenance and supply replenishment.

IMMORTAL ENTERTAINMENT, Santa Monica, CA

1999 – 2001

Executive and Personal Assistant to Chairman/CEO

Daily responsibilities varied according to the projects.

- Responsible for communication between Chairman and various divisions of Immortal Entertainment.

- Translated financial, legal dialogs as well as script changes from French to English on International movie production.
- Worked closely with Immortal Entertainment business Management Company.
- Assisted with special requests such as coordinating private jets for band members, securing show passes for bands' friends and relatives.
- Assistant to soundtrack executive producers for "Blade II", "Kiss Of The Dragon", "The One", "The Fast & The Furious".
- Helped coordinating recording sessions, contracts revisions, and royalty payments with artist's managers.
- Research for Chairman's personal interests.
- Planned and coordinated company annual summer party for several hundreds guests, including security and entertainment.

Education

Santa Monica College – Santa Monica, California

AA Studies - Liberal Arts, English & Photography

1996 - 1998

Lycée Raoul Follereau, Nevers, France

Baccalaureate in English and Philosophy

1991 - 1994

Skills

Highly motivated self-starter, capable of multi-tasking and working under pressure. Organized and detail oriented. Fluent in French and English. Proficient with Microsoft Outlook, Word, Excel, Macintosh Safari, iWork, Internet and email.