



# DIANE YANG

## ADMINISTRATIVE EXPERIENCE

SPRUCE

May 2021 - Present

Sales Development Representative | Chicago, IL

- Research, identify, and prospect for new clients and/or suppliers.
- Building and qualifying a pipeline of service providers supporting the delivery of Spruce's service lines
- Identify the key decision makers at prospective partners and make contact
- Identify inefficiencies and pain points in existing workflows, and effectively communicate process improvement ideas
- Shepherd prospects through the funnel by coordinating schedules, meeting invitations, and contact information as needed
- Maintaining accurate pipeline data and prospect contact information in Salesforce. Conduct regular data audits as appropriate

BEACON HILL, CORPORATE CONCIERGE

April 2021

Receptionist | Chicago, IL

- Greeted clients at Union office as they entered
- Managed traffic flow for office space
- Set up appointments for clients looking to participate with JLL

FIFTH HOUSE ENSEMBLE

Marketing Intern | Chicago, IL

September 2020 - May 2021

- Curated video teasers and content for website and social channels
- Performed administrative tasks including calendar sweeps, research on related ensembles, and transcribed video content

BLACKBURN MUSIC ACADEMY

July 2018

Administrative Intern | Napa, CA

- Curated content for Facebook and Instagram
- Managed scheduling and attendance for Chamber Music Program
- Participated in and documented community engagement concerts for audiences of over 50 children
- Organized chamber music library and ensured music protection on loaned items

UNIVERSITY OF MICHIGAN, SCHOOL OF MUSIC

Dean's Liaison | Ann Arbor, MI

September 2017-May 2018

- Served as Assistant to the Program Director for the M-Prize International Chamber Competition, organizing logistics for over 25 competing groups
- Co-led talks with guest Chamber Music artists in residency on professional topics reaching up to 80 students and professors
- Transcribed weekly meeting minutes

## CONTACT

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## EDUCATION

MASTER'S OF MUSIC, VIOLIN

Northwestern University 2018-2020

- Graduate Assistant

BACHELOR'S OF MUSIC, VIOLIN

University of Michigan 2014-2018

- University Honors
- Dean's Liaison
- Sigma Alpha Iota Ruby Sword of Honor
- Sigma Alpha Iota Collegiate Award

## PROFESSIONAL SKILLS

Social media strategy and design

Marketing

Copywriting

Layout design

Photo editing

Microsoft Office

Basic HTML and SQL