

HEATHER MCDOWELL

Email: [REDACTED]

EXPERIENCE

Antiquorum USA, Inc.

New York, NY

Business Coordinator, Auction Manager

March 2006-Present

- Manage and organize logistical aspects of New York City auctions: including security, décor, securing location, timing, and client participation.
- Register bidders and process bids before and during auctions. Input all auction information into databases.
- Provide client services, process all shipments of merchandise, maintain databases of all inventory received and delivered, manage all catalogue subscriptions and book sales.
- Complete all accounting aspects and advertising sales of Timezone.com (website owned by Antiquorum), including invoicing, site administration, and advertising sales.

Experience Experience (e²) LLC

New York, NY

Principal, Business Manager, Producer

January 2007 – February

2008

- Oversee and manage all day to day business affairs of the music, film, and non-profit worlds for my client and business partner.
- Produce film and music projects - from development to final product. (Most recent example: "Pop Life" music video by Pras Michel. Secured investors, Raised Sponsorship: Clients include: Audemars Piguet, Don Julio Tequila, Elite Traveler Magazine, Sunseeker Yachts, and Miskeen T-Shirts. Hire artists and technicians to create video. Exercise general supervision of all stages of production of video filmed in 7 International cities.
- Advise and counsel talent/artist about professional matters and personal decisions which may affect his career.

US Concepts

New York, NY

Luxury Brand Ambassador

Feb 2004- May 2006

- Represent and effectively showcase luxury brands at events, VIP functions, and business gatherings.
- Promote and market up to 40 various Diageo Brand spirits and wine to clients and consumers in bars, restaurants and events.
- Fulfill duties as On-Site Manager at given promotions; including managing other staff, recording effectiveness of advertising, and acting as "go-to" person for the client and account representatives.

New York City Concours d' Elegance

New York, NY

Event Director, Executive Assistant to Chairman

July 2005- January 2006

- Responsible for selling advertising and sponsorship for the NYC Concours inaugural event Sept 30-Oct 2, 2005.
- Secured 5 of the 9 sponsors for the event. (Bombardier FlexJet, Diageo Brand Liquor, Michel Perchin Pens, Davidoff Cigars, and Hennessy Cognac).
- Assist in coordination, planning, and execution of the 3-day Classic Car Show.
- Complete all necessary administrative tasks for Chairman of the NYC Concours.

Impatto Custom Marketing

New York, NY

Product Specialist – Lincoln, Mercury Automobiles

Nov 2005 – Nov 2006

- Effectively represent and educate consumers on the brand and the current products produced by Lincoln/Mercury.
- Converse with continual flow of people at specific events while maintaining a high level of energy, enthusiasm, friendliness, and assure approachability.
- Oversee and manage designated teams to ensure most effective reaching of all consumers.

EDUCATION

Westmont College	1996-2000	Santa Barbara, CA
BA in Spanish, Minor in Fine Arts (design, painting, drawing, and mixed media)		
La Universidad del Pais Vasco	2000	San Sebastian, Spain
Intensive language/culture study		
La Universidad Andres Bello	1998	Santiago, Chile
Intensive language/culture study		

LANGUAGES

Fluent in Spanish and conversational Italian

INTERESTS

Travel, Wine, Gastronomy, Photography, Film, Fashion, Art