

Dana Burtin

College Graduate

1671 South Belvoir Blvd. South
Euclid, OH 44121
(216) 502-0975
lyricalgenes@gmail.com

Summary

Creative Cleveland State University student pursuing Bachelor of Arts degree seeking a position in music, business, and ownership. A driven individual looking to transition into the entertainment and music business.

EXPERIENCE

Cotiviti, Draper, UT — *Transcriptionist (Remote)*

2023 - Present

Transcribes recorded dictation into written form. Listens to audio recordings and typing out what is heard in a word processing program. Typing speed of 80 - 82 WPM.

Panera Bread, Willoughby, OH — *Team Lead*

2016 - 2023

The Team Lead is responsible for ensuring all associates are trained, stocked, and ready to begin their shift. Prepare salads, sandwiches, and consolidate orders for hundreds of customers per shift. Communicate with customers regarding orders, comments, and complaints. Plan, prepare, and deliver meals to individuals with special dietary needs.

McDonald Hopkins Law Firm, Cleveland, OH — *Summer Intern*

2021 - 2021

Shadowed 15 lawyers to gain experience pertaining to an attorney's regular agenda. Provided written organizational explanations to organize their official YouTube channel regarding playlists and keyword optimization to further Firm's brand awareness. Utilized Salesforce database for data entry to organize client's enterprise in association with specific lawyers.

EDUCATION

SKILLS

Writing
Communication
Leadership
Negotiation
Transcription
Data Entry
Project Mgm.
Critical Thinking
Problem Solving

AWARDS

Varsity Track Captain & Record Setter (2019) Chardon, OH

Top 10 Business Elevator Pitch Candidate (2019)
Cleveland, Ohio

Miami 4 Social Change (2020)
Miami, Florida

Personal Interests

Entrepreneurship
Writing
Songwriting
Music Production
Voice Acting

Cleveland State University, Cleveland, OH — Bachelor of Arts

2021 - 2023

Cuyahoga Community College, Cleveland, OH — Associate of Arts

2019 - 2021

Received full scholarship through the Honors Fellowship Society.

Notre Dame Cathedral Latin, Chardon, OH — High School

2016 - 2019

The first track sprinter at Notre Dame-Cathedral Latin to qualify for the state track meet at The Ohio State University.

Projects

Boyz II Business PR, Cleveland, Ohio — Writer, Journalist (Remote) [[Google News Profile](#)]

2023 - Present

Daily publications covering all things music, entertainment, and culture related for a chance to be on Google News. Covers emerging, upcoming, and mainstream artists/news.

Boyz II Business LLC, Cleveland, Ohio — Owner, Songwriter, Producer, Actor, Voiceover Artist [[Website](#)]

2020 - Present

Record label *Boyz II Business Entertainment* strives to transform Cleveland, Ohio into a central hub for music and music business professionals. LyricalGenes, an artist on the roster, makes beats with producers who work with an array of talent like: Chris Brown, Rod Wave, Rick Ross, Wale, Lil Tjay, and many more.