

1 Arden Street Unit 314 New  
York, NY 10040

+1 347-382-1815

eliktee777@gmail.com

**ELI TEE**

**COMMUNICATIONS MANAGER**

## **LEVITT FOUNDATION**

**Dear Levitt Foundation Hiring Committee,**

I am writing to express my enthusiastic interest in the Communications Manager position at the Levitt Foundation. With a fervent belief in the transformative power of music and a strong commitment to the principles of equity, diversity, and inclusion, I am eager to contribute my extensive experience and passion to further the foundation's mission.

As a multiple minority and ardent advocate for inclusivity and diversity, I find resonance in the Levitt Foundation's dedication to these principles. Music for me, is not just a profession or passion but a deeply rooted belief and necessity for its ability to unite people. I am excited about the prospect of aligning my values with an organization that champions the importance of community building through the universal language of music.

The requirements outlined in the job description align seamlessly with my skill set. I possess 5 years of professional experience in communications and over 10 years across various facets of the music industry. I am tech-savvy, adaptable to new tools and possess a deep understanding of online content creation for multiple social media platforms. My innovative and critical thinking skills, coupled with a high degree of initiative and an entrepreneurial spirit, make me adept at executing multiple projects simultaneously in a fast-paced environment.

In my previous roles, I have successfully implemented comprehensive communication strategies, created all kinds of collateral materials and fostered positive online engagement. My proficiency and technical skills in a myriad of creative softwares have allowed me to design and facilitate compelling content that has even earned the recognition from the Instagram platform with achievement badges for Trend-Spotter, Community Builder, and Collaborator. This not only underscores my awareness of the online zeitgeist but also my success in applying appropriate tools as well as strategies from metrics and analytics to meet the demands of the ever-changing digital social-scape. This makes me feel confident that my experience and expertise will contribute and add value to the needs of the Levitt Foundation's growing audience and its commitment to engaging and connecting communities.

Your mention of the importance of personnel management and mentorship resonated with me. Having successfully managed people from different backgrounds for a plethora of teams, I am eager to contribute to the growth and development of the communications department at Levitt Foundation. My commitment to fostering a collaborative and supportive work environment aligns with the foundation's values.

In conclusion, I am excited about the opportunity to bring my passion for music, commitment to diversity and inclusion, and comprehensive communications expertise to the Levitt Foundation. I am confident in my ability to contribute meaningfully to your mission and objectives. I look forward to the possibility of discussing my qualifications in further detail.

Thank you for considering my application. I am eager for the opportunity to contribute to the vibrant work of the Levitt Foundation.

Sincerely,

Eli Tee

1 Arden Street Unit 314, New York City,  
USA, 10040

eliktee777@gmail.com

347-382-1815

# ELI TEE



DIGITAL CONTENT CREATOR &  
STRATEGIST, MUSIC PRODUCER,  
COMMUNITY BUILDER

## PROFESSIONAL SUMMARY

Successful digital content creator and social media strategist with a background in audio production, performance and behavioral psychology. Passionate about community building, uplifting marginalized voices and intersectional stories, with a focus on the Asian and the LGBTQ+ community.

## EMPLOYMENT HISTORY

2019 - PRESENT

### Digital Content Creator & Strategist , Tuneintoeli (Freelance), Global

- Specialize in creating brand specific content for clients to communicate their brand story and identity, maximize views and increase engagement
- Successfully created content and implemented social media strategy for commercial brands like Zinus, Nanoleaf, Ralph Lauren Fragrances, Azzaro, Spa Sciences and Nomatic
- Organically grew Tuneintoeli social media platforms to over 80k followers on Instagram, 30k on Facebook and 10k on Threads with a wide audience age range from 18-55 years old and a near even split across genders
- Created content across niches with up to 7.5million views, and over 4k comments in engagement and more than 250k accounts reached in Nov 2023
- Built a network of collaborators and social media affiliates across countries, cultures, professional backgrounds and social media niches

2012 - PRESENT

### Sound Artist & Music Producer, Tuneintoeli (Freelance), Global

- Composed, produced music and crafted unique sound design for brands and networks like Vera Wang, Victoria's Secret and A&E Networks
- Created and implemented bespoke music, art and dance installations for events and venues like New York Botanical Gardens, The Royal Ontario Museum and The Rockefeller University
- Performed as a solo artist at a myriad of shows and festivals like The Asian Television Awards, CMW, Propelify (Innovation Festival) and Men's Fashion Week Asia
- Function with malleability as both a leader and team player across a plethora of projects to facilitate and coordinate collaboration among various creatives, performers, producers, managers, production studios and vendors on all levels to meet deadlines and ensure project success.

2009 - 2012

### Music Producer and Studio Manager, Zai Studios, Singapore

- Co-wrote and co-produced a Number 1 hit for multi-platinum Filipino Artist Sarah Geranimo.
- Created, conceptualized, and produced audio/visual art and content for Brands like Sunilk and National organizations like The Ministry of Education [Singapore], The Singapore Armed Forces and various secondary and tertiary schools.
- Responsible for co-creating and setting up a full fledged Video and Audio Production Studio that included rehearsal rooms for live bands and performers.
- Coordinate & collaborate with various creators, artists and vendors for the studio.
- Manage and oversee the day-to-day operations of the studio, including scheduling, budgeting, and resource allocation, to ensure smooth and efficient workflow

2007 - 2009

### Music Producer and Artist Development, Chynahouse Recordings, Singapore

- Wrote and Produced music for mass media companies like, EMI (South East Asia), Disney as well as various major label Asian Artists like Wang Lee Hom and Wilbur Pan.
- Core Artist development team responsible for carving the visual and sonic identity of the Artists on the label's roster.
- Responsible for pitching audio and visual concepts to Artists, Brands and Labels.
- Collaborate with artists and providing creative direction to ensure the production of high-quality media asset that meets industry standards and resonates with target audiences.
- Curate and evaluate potential artists and talent to roster for label event performances and showcases

## EDUCATION

2013 - 2014

### 4 Semester Program, The Collective School of Music, New York City

4-Semester Program focusing on Jazz & RnB vocals, live performance, audience engagement, keyboards, music notation and audio recording.

1999 - 2004

### Bachelor's Degree with Honors in Psychology, York University, Toronto

Bachelor of Arts with Hons. in Psychology.

Core focus on Behavioural and Social Psychology.

Electives in Audio/Visual Production, Photography and Voice & Speech.

## MEDIA MENTIONS

### Press

Featured in various print and online magazines such as Yahoo! News Online, CLEO Magazine, Female Magazine, Seventeen Magazine, Yonkers Tribune, AMNY, Montauk Sun, Bronx Scene, Harrison Herald, [Faze.ca](#), Deli Magazine, The Straits Times (Singapore), Digital Life (Singapore) and Fashion TV as a performer under former monikers "Eli Tyler" and "Eli T."

## SKILLS

Content Creation & Strategy



Social Media Metrics & Analytics



Video Production & Editing



Audio Production & Editing



Talent & Performance Direction



Project Management & Creative Execution



## VIDEO & AUDIO DESIGN SOFTWARES

### Photo & Video Editing Softwares

- Adobe Photoshop
- Final Cut Pro
- Capcut

### Audio Editing Softwares

- Steinberg Cubase
- Propellerhead Reason

## LANGUAGES

English



Mandarin



## HOBBIES

Discovering new music and art as well as learning about nerdy things like astrophysics and outer space. However, my absolute favorite thing to do is to spend time in nature and being completely off grid. My best memories are going on road trips, hiking, camping and discovering beautiful landscapes with dog.

## CONTENT PORTFOLIO

[Website](#)

[Portfolio Highlights](#)