MICHAEL ZETA

PROJECT MANAGEMENT & CREATIVE TECHNOLOGY

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PROFESSIONAL SUMMARY

High-achieving Business Administration & CIS student (3.9 GPA) with a service-oriented leadership philosophy. Proven ability to design Agile workflows, manage documentation, and utilize tools like ClickUp and Gantt charts to track complex projects. Leverages a background in education to break down complex technical requirements into actionable steps for diverse teams, fostering collaboration and shared success.

EDUCATION

Chaffey College, Rancho Cucamonga, CA
Expected: June 2027

Business Administration with Computer Information Systems Emphasis

- **Cumulative GPA:** 3.94 (Dean's List)
- **Relevant Coursework:** Financial & Managerial Accounting, Micro & Macroeconomics, Prog Concepts & Methodology, Fund/Small Group Communication, Music Theory l.

Miracosta College, Oceanside, CA
2011

Certification in Audio Engineering

LEADERSHIP & HONORS

- **Vice President**, Chaffey Recording Arts Club: Lead weekly meetings and design technical workshops (Home Studio Setup, Songwriting) for the student body.
- **Member**, Phi Theta Kappa Honor Society (Academic Excellence).

EMPLOYMENT HISTORY

Project Manager & Operations Lead

Mar 2016 – Sep 2024

Rockstars of Tomorrow, La Verne, CA

- **Commercial Studio Workflow:** Designed and managed the recording studio business unit, configuring **ClickUp** to automate project scoping, hourly billing, and engineering deliverables for client sessions.
- **Retention & Mentorship:** Achieved the highest student retention rate in company history by translating complex musical concepts into accessible goals, a skill now applied to stakeholder communication.
- **Growth & Automation:** Implemented **API integrations** for lead tracking and led a reputation management campaign that grew 5-star reviews by 2000% and social following from 20 to 2,000.
- **Systems Integration:** Led the integration of "Opus One" business logic into the company website and built a custom **Stripe** portal for Summer Camps, creating a passive revenue stream.

Technical Project Manager (Contract)

Jun 2021 – Jan 2022

Valiant Eagle, Inc., Los Angeles, CA (Hybrid)

Recruited to design and implement project management infrastructure for a network of subsidiary websites.

- **Workflow Architecture:** Designed a modular "assembly line" workflow for web development projects, defining clear hand-off protocols between design, dev, and DevOps.
- **PM Software Implementation:** Configured and deployed **ClickUp** as the central project hub, creating custom Kanban boards and status templates to track task completion.
- **Talent Acquisition:** Screened technical candidates and conducted initial interviews to assist leadership in defining competency standards for future engineering hires.
- **Strategic Planning:** Audited existing technology stacks and provided documentation regarding the feasibility of Web3 and e-commerce initiatives.

Music Producer & Brand Manager

The Second Messenger, Rancho Cucamonga, CA

- **Content Strategy:** Produced 30+ multimedia assets (music videos, lyric videos, social content), managing the entire creative pipeline from storyboard to final render.
- **Rights & Asset Management:** Executed complex rights management (ASCAP/BMI licensing, ISRC coding) ensuring 100% legal compliance for all global assets.

Founder & Lead Technologist

A2Zeta Creative Design, Rancho Cucamonga, CA

- **Full Stack Development:** Architect custom web solutions using **React, Next.js, and Node.js**, utilizing Agile methodologies to manage the software development lifecycle.
- **Full-Cycle Operations:** Manage the complete business lifecycle from lead generation and contract negotiation to technical execution and invoicing ("A to Z" service model).

CORE COMPETENCIES

Project Management	Agile & Scrum Methodologies	ClickUp (Certified)
Full Stack Dev (React/Node)	Workflow Automation	Content Management Systems
SEO & Metadata (JSON-LD)	API Integrations	Music Publishing
Audio Engineering	Public Speaking	Graphic Design

LINKS

LinkedIn

linkedin.com/in/codenamezeta

Web Design Portfolio

a2zeta.com

Music Portfolio

thesecondmessenger.com