

# MIKHAIL TANK

Lafayette, CA • MikhailTankCreative@gmail.com

- PROFESSIONAL EXPERIENCE:** **Mikhail Tank Creative, Lafayette, CA** 2017 - Present  
*Creative Project Manager*
- Oversee day to day operations for a media arts firm, including business development, growth management, marketing and promotion campaigns, new client acquisition, client support, etc.
  - Serve as creative director; create compelling marketing materials and messaging designed to assist clients across diverse industries in increasing business, brand recognition, and client engagement.
- Selected Achievements:
- Invited by NASA to provide social media coverage for the Orbital ATK CRS-8 launch mission.
  - Collaborated with Clover Sonoma Milk to develop social media promotion for the brand.
- iHEART Radio / Spotify / KPFK, Various, CA** 2014 - Present  
*COPYWRITER AND Radio Host*
- Research talk show topics including: culture, Jungian and Freudian psychology, robotics, art, etc.
  - Source and invite guests, schedule interviews, and facilitate communication with all parties.
  - Plan and lead meetings with station management, program directors, and sister stations.
- Selected Achievements:
- Secured and interviewed key guests, including: His Royal Highness Dr. Géza von Habsburg, Grand Prince Dimitri Romanov, Tatiana Fabergé, NASA, Jane McAdam Freud FRBS, David D. Burns, MD, robotics inventors Dr. David Hanson and Professor Adrian Cheok, Grammy® Award nominee Chanté Moore, 'Official Witch of Salem, MA' Laurie Cabot, and other distinct guests.
  - Presented an original concept paper at a Jungian conference in Sicily, Italy to Carl Jung's family and historian. This and additional original writings have been published by various sources.
- NBC Universal, Universal City, CA** 2005 - 2013  
*EDITOR-IN-CHIEF, TOUCHPOINTS* 2011 - 2013  
*Executive Assistant, VP of Media Works* 2005 - 2013
- Served as the chief editor for the CIO newsletter; provided content guidance and direction.
  - Interviewed executives and officers. Collaborated with senior leadership and counsel to identify current news topics and information relevant to readers.
  - Provided executive assistance to the Vice President of Media Works; completed administrative tasks, screened phone calls, managed calendars and travel arrangements, prepared reports, etc.
- Selected Achievements:
- Oversaw supplier relationship management (SRM); negotiated contacts, saving \$100,000+ annually.
  - Received four Ovation Awards for displaying excellence in quality and teamwork.
- ADDITIONAL EXPERIENCE:** *Keynote Speaker / Performer at Conferences and Festivals* 2009 - Present  
*SAG-AFTRA Actor / Associate Producer for Film & Television (Credits via IMDb)* 2002 - 2006  
*CAS Systems, Inc., Business Development Office* 2001 - 2002  
*Oakland Film Office, Executive Assistant Internship* 2001
- EDUCATIONAL BACKGROUND:** **University of California, Davis, CA** 2001  
*B.A., Dramatic Arts*
- AWARDS:** **Commendation in the Arts:** Los Angeles Mayor's Office  
**Creative Proclamation Award:** City of West Hollywood  
**Creative Entrepreneur Award:** SCORE
- SKILLS:** **Languages:** English (Fluent), Russian (Fluent)  
**Technical:** Microsoft Office Suite, HTML, Adobe Creative Suite  
**Social Media:** Twitter, Instagram (Blue Badge Verified Accounts)  
**Industry:** Marketing, Branding, Creative and Conceptual Direction, Multimedia Development, Business Development, Corporate Communications, Team Management, Project Management

Valid US Passport and References Available Upon Request