

# STEVE HENAO

---

Los Angeles, CA | steve.henao@gmail.com | (818) 469-1257

## Professional Summary

Detail oriented and resourceful music professional with 4+ years of experience supporting artists, producers and executives across management, label and A&R environments. Skilled at handling high volume scheduling, calls and contracts while keeping creative teams organized and projects moving. Known for anticipating needs, staying calm under pressure and building relationships that help talent thrive. Currently enrolled in UCLA Extension's A&R and Music Publishing course to strengthen industry and administrative expertise.

## Experience

### Freelance | Day to Day Manager / A&R Consultant

Los Angeles, CA | Jul 2021 – Present

- Served as the central point of contact for artists, producers, partners, managing calendars, calls and daily logistics.
- Coordinated studio sessions, travel and budgets, track deliverables to ensure on time release.
- Handled contracts, metadata and licensing requests with precision and confidentiality.
- Prepared one sheets, decks, press assets, secure coverage in outlets like SPIN Magazine and festival placements
- Monitor analytics through Chart Metrics and Spotify for Artists to guide release and marketing decisions.

### Ninetone Records - Remote

A&R & Artist Development Consultant | 2021 – 2023

- Supported international artist campaigns from discovery through release, coordinating communication among label, producers and marketing teams.
- Drafted deal points and tracked projects timelines to maintain smooth rollouts.
- Contributed artist research and feedback directly to executives on roster expansion.

## Skills

- **Administrative:** Scheduling, calendar management, call handling, travel coordination, expense tracking, CRM (HubSpot)
- **Communication:** Professional phone/email etiquette, meeting notes, client relations and confidentiality.
- **Creative/Industry:** A&R scouting, artist development, metadata entry, contract review, publishing and sync.

## Education & Certification

- **UCLA Extension** - A&R: Making Music from Acquisition to Release – Summer 2025
- **Upcoming:** Music Publishing Course – Winter 2025
- **HubSpot Academy** - Content Marketing, Social Media Strategy, Inbound Marketing (2023-2027)