



JACOB BOLDMAN

Digital Production Specialist / Professional Trumpet Player



Location

Denver, CO



Phone

469-878-7347



Email

jakeboldman@gmail.com



Website

[linkedin.com/in/jakeboldman](https://www.linkedin.com/in/jakeboldman)
jakeboldman.com

Education.

Graduated 2015

Bachelor's in Jazz Studies

University of North Texas

Graduated 2018

Master's in Jazz and Commercial

Music Performance

University of Denver

Tech Skills

- Adobe Suite (InDesign, Photoshop, Illustrator, Acrobat)
- Digital Asset Management
- Coupa, OnBase, OCR Technology
- Digital Audio Workspace
- Finale / Sibelius
- Strong Proofing Skills
- Detail Oriented
- FileMaker, FileZilla, Asana, Dropbox
- Microsoft 365 (Excel, Word, Powerpoint, Teams)

Work Experiences.

Digital Production Specialist

at Alfred Music / Peaksware - 2021 to Present

I am part of the Digital Production team at Alfred which handles all reprints for our digital and paper products. In addition to reprints, my role also applies to Engineering and Product, Customer Service, Marketing, Editorial, and Content Production.

- Assembling, correcting, updating, and preparing digital files in preparation for our printing presses and digital archives
- Developing and managing digital archives for over 150,000 titles and assets
- Highly detailed proofing of musical notation content, copyrights, barcodes, and book content
- Project lead for promoting departmental efficiency
- Training new employees on departmental procedures

Professional Trumpet Player

Freelance Musician - 2008 to Present

- Escape to Margaritaville - First Broadway National Tour
- Lead Trumpet in the One O'Clock Lab Band at the University of North Texas
- Top call in Denver and nationwide for performances, teaching, and recording

Accounts Payable Specialist

at Vail Resorts - 2021

My responsibilities included, but weren't limited to, processing invoices for the 8 mountains I was responsible for, managing data and assets for those mountains, communicating effectively across my internal team and my contacts across the country.

- Data entry using OCR technology
- Managing invoices within our digital filing system
- Processing invoices for 8 different mountain resorts
- Effective communication with multiple teams while working remote