

# Valette Dardy

Release Coordinator

## Profile

Results-driven Release Coordinator with 2 years of experience in managing software deployments, ensuring timely delivery, and coordinating cross-functional teams. Proven ability to streamline processes, improve efficiency, and maintain compliance with industry standards. Adept at fostering collaboration and communication to achieve project goals, while continuously identifying opportunities for improvement and growth.

## Employment History

### Release Coordinator at Universal Music Group, FL

Feb 2023 - Present

- Successfully coordinated the release of over 150 albums and singles in a single year, ensuring timely delivery to various streaming platforms and physical retailers while maintaining excellent relationships with artists and their teams.
- Streamlined the release process by implementing a new project management system, resulting in a 25% increase in efficiency and reducing the average time from project initiation to release by two weeks.
- Oversaw the coordination and marketing efforts for three major album releases that each generated over 1 million sales and streams within the first week, contributing to Universal Music Group's market share growth in Florida.

### Associate Release Coordinator at Warner Music Group, FL

Jul 2021 - Jan 2023

- Successfully managed the release of over 150 albums across various genres, leading to a 25% increase in digital sales for Warner Music Group in Florida within two years.
- Coordinated and streamlined the release process for artists, reducing the average time from recording completion to market launch by 30%, resulting in faster revenue generation and increased artist satisfaction.
- Implemented an efficient tracking system for all ongoing releases, improving communication and collaboration among departments by 40% and ensuring timely delivery of assets, marketing materials, and other key elements required for successful album launches.

## Certificates

### Certified Release Train Engineer (RTE)

Nov 2021

### ITIL Service Transition Certification

Jun 2020

✉ [valette.dardy@gmail.com](mailto:valette.dardy@gmail.com)

☎ (153) 532-8575

📍 123 Palm Avenue, Miami, FL 33125

## Education

### Bachelor of Science in Project Management at Florida International University, Miami, FL

Aug 2017 - May 2021

Relevant Coursework: Project Planning and Scheduling, Risk Management, Cost and Budget Analysis, Quality and Performance Management, Team Building and Leadership, Procurement and Contract Management, Agile and Lean Methodologies, Change Management, and Stakeholder Engagement.

## Links

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

## Skills

Jira

Git

Jenkins

Docker

Kubernetes

Agile methodologies

DevOps

## Languages

English

German