

**DINA R. ANDREWS**  
**1266 W. Paces Ferry Road, #582**  
**Atlanta, GA. 30327**

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**Work History**

**Dina Andrews Management, Inc. &  
Knew Beginnings Entertainment**

**Feb. 1983 - Present**

**Title:** President/CEO

**Company Description:**

*Dina Andrews Management* was launched in 1983 for the purpose of managing songwriter/producers Jimmy Jam and Terry Lewis of Janet Jackson fame. Over the years, the company has acted as Personal Manager/ Management Consultant/and or Publishing & Copyright Administrator for an array of top #10 recording artist/songwriters/ producers and music companies. Placed hundreds of songs with other artist.

**Duties:** manage Company's day-to-day operations; consulting and advising clients; reducing visions to tangible proposals; and seeking recording, production and publishing deals. We are the liaison between our clients, record companies, legal counsel, business managers, and publishers. We showcase talent; develop marketing concepts and strategies for the overall direction and furtherance of our client's careers. We participate in contract negotiations and Artist & Repertoire (administration and creative). We prepare and manage budgets and cost projections for each project, as well as income projections for our clients. We coordinate recording schedules, album covers and video shoots, parties, conference presentations, etc. In special situations, we will oversee the accounting/ bookkeeping, banking, and setting up of travel arrangements and accommodations. We also develop ideas and proposals for new ventures.

**Company Description & Duties:** *Knew Beginnings Entertainment* was formed in 1995 as the Sister Company to Dina Andrews Management, Inc. to service Urban Contemporary Gospel/Christian projects. The company serves in the capacity of Record Company, Management Consultant and or Partner to artists, songwriters, producers, churches, production companies and record companies.

**Independent Contracts**

**New Covenant Christian Church/  
Axiom Entertainment Group  
1500 Blue Hill Ave  
Mattapan, MA 02126**

**June 2000 – June 2003**

**Title:** Consultant/Acting President

**Duties:**

- ❖ Develop the Business Plan for the company's Christian Entertainment Group that would enable them to make a sound decision in proceeding with their vision.
- ❖ Liaison and strategist between legal, business management, artists, songwriters, producers, distributors and vendors.
- ❖ Create and oversee the operations of the business, including the creative processes.
- ❖ Manage the day-to-day operations and corporate budget.
- ❖ Work with and Consult the Owners and Board of Directors.
- ❖ Hire and manage the team of professionals to carry out the company's Business Plan/Vision.
- ❖ Set-Up Music Publishing Company and secure contracts with songwriters.
- ❖ Copyright Administration.
- ❖ Design Publishing Catalogue for songs administered through company.

**Pebbletone, Inc.**  
**Atlanta, GA 30326**

**Mar. 1992 – Jan. 1993**

**Title:** General Manager

**Job Description:** General Manager for Recording Artist Pebbles Production Company for company's #1 Recording Artist "TLC" and other upcoming recording artist, songwriters, and producers.

**Duties:**

- ❖ Manage and oversee the company's day-to-day operations.
- ❖ Train and supervise a support staff of six and numerous Independent Contractors.
- ❖ Organize, restructure and update company policies and procedures.
- ❖ Liaison between the president, support staff, and outside agencies.
- ❖ Tour budgeting and coordination.
- ❖ Cost projections and trouble - shooting.

**Cole Classic Management**  
**Burbank, CA 91505**

**Jan. 1988 – Jan. 1990**

**Title:** General Manager

**Job Description & Duties:**

Same as described above. Additional responsibilities included:

- ❖ Seeking and negotiating recording, production and publishing deals for clients.
- ❖ Coordinating album recordings, covers, and videos.
- ❖ Coordinating television appearances and promotional activities for clients.

**Motown Productions (Television)**

**Aug. 1985 - Feb. 1987**

**Title:** West Coast Project Manager

**Job Description:** Project Manager for the "Nightlife" television show responsible for managing the West Coast Production office under the direction of Executive Producers Suzanne dePasse, and Associate Producers Burl Hechtman and Suzanne Coston.

**Duties:**

- ❖ Show cost accounting for the West Coast office.
- ❖ Assisting with booking talent for the show.
- ❖ Coordinating the artwork for the show and overseeing the design and production for merchandising and promotional items.
- ❖ Coordinate special projects and assist the Associate Producers when in NY.

**Employment Prior to the formation of Dina Andrews Management**

**Solar Records/Dick Griffey Productions**  
**5152 Sepulveda Blvd.**  
**Sherman Oaks, CA 91403**

**Sept. 1978 to Sept. 1983**

*Administrative Assistant/Publishing & Copyright Administration & Creative Manager /Sales Manager /A&R Manager /Product Manager /International Liaison/Contract Administrator/Scheduling.*  
(Refer to above descriptions for positions with duties previously defined).

***Publishing & Copyright Administration:*** Responsible for completing copyright forms PA & SR to submit to the U.S. Copyright Office and following the process through until we received notice of registrations. Completing and submitting Writer and Publisher Applications for Performance Rights Societies and indexing songs. Completing and submitting applications for the Harry Fox Agency. Working with the President on foreign licensing deals. Assisting songwriters on structure and the completion of songs. Typing lyrics and working with arrangers to write sheet music for songs. Reviewing and checking publisher statements for accuracy in reports.  
***Sales Manager.*** Responsible for coordinating sales reports from distributors and comparing the radio airplay to sales market by market. Create and implement strategies to generate sales. Encouraging retailers to stock company product and providing merchandising materials for in-store displays.

***International Liaison*** Responsible for all communications with distributor's international department and foreign distributors regarding record releases, marketing, promotions and foreign licensing. Travel to Europe on behalf of company for yearly music conference in France.

***Scheduling:*** Scheduling the company's product releases for singles and albums.

**Special Skills:** Strong administrative, organizational and analytical skills. Self-motivated, strategic creative thinker. Creative talent is drawn to me and trust me to do what is best for their careers, as well as professional and industry executives and leaders their business. I have a great understanding of the overall working of the Music Business administratively and creatively. I work well with people and know how to close the deal.

### **Education**

**Azusa Pacific University, Azusa, Ca.**

**Nov. 1998 to May 1999**

**Accelerated Degree Completion Program**

BS Applied Management in progress

**California State University, Fullerton & California State University Los Angeles**

**September 1975 to June 1979**

Major: Business Administration

Minor: Communications

Various Classes taken at **UCLA Extension Program, Westwood, CA.; Beulah Heights Bible College, Atlanta, GA.; and Southwestern Christian College, Oklahoma City, OK.**

References available upon request.