

Angel Arce

 
angel.arce@me.com

EXPERIENCE

Palm Beach Atlantic University, WPB, FL — Administrator

June 2018 - January 2025

Successfully oversaw and managed all operations of the Student Accounts office, including billing, payment plans, payment administration, and communications. Ensured accurate and timely posting of charges and payments. Processed student refunds on a weekly basis, collaborating effectively with Financial Aid, the Business Office, and students to resolve financial obligations promptly and efficiently.

Family Church, WPB, FL — Audio Engineer

August 2012 - Present

I have gained extensive experience in church leadership, music production, and technical operations, honing my skills in training and mentoring teams of musicians and volunteers. As a Worship Leader, Music Director, and Audio Engineer, I have effectively guided the development of musicians and singers while overseeing various aspects of worship and technical production. Additionally, I have contributed as a recording and mixing engineer for multiple music projects and albums, demonstrating proficiency in audio engineering and music production.

Chick Fil-A, Lakepark, FL — Trainer

Oct 2016 - May 2018

Trained new team members on food preparation, safety, and kitchen protocols, ensuring high standards of efficiency and quality. Delivered excellent customer service by addressing guest inquiries and resolving concerns, maintaining Chick-fil-A's reputation for hospitality and operational excellence.

EDUCATION

Berklee College of Music, Boston, MA — Masters

Music Production

Palm Beach Atlantic University, WPB, FL — Bachelors

Organizational Management

LANGUAGES

English, Spanish.

SKILLS

Leadership. Organizational Management. Attention to Detail.
Supervisor. Microsoft Office. Multi-Tasking. Team Building. Account
Management.

REFERENCES

Christian Ramos - ([REDACTED])

Winner Olmann - ([REDACTED])

Dave Cornett - ([REDACTED])