

# Sample Resume

Nashville, Tennessee  
615/555-555  
sampleresume@gmail.com

## EDUCATION

**Belmont University** Nashville, TN  
Bachelor of Music, Music Business Minor  
May 2014

## SKILLS

Proficient in Mac and Windows OS  
Microsoft Office; CoreCommerce;  
Mad Mimi Email Marketing Platform  
Facebook; Twitter; LinkedIn  
Some knowledge in iMovie  
WordPress; Photoshop  
Vocus Marketing Software  
Types 73 WPM  
Exceptionally organized and detail  
oriented

## COURSEWORK

Survey of Music Business  
Copyright Law  
Music Publishing  
A & R Administration  
Artist Management

## INVOLVEMENT

Grammy U  
YEP  
Belmont Service Corps  
Belmont University Orchestra  
Strings Crossings Camp Counselor

## COMMUNITY SERVICE

W. O Smith Volunteer Teacher  
VBS Music Teacher

## SOCIAL MEDIA

[www.linkedin.com/in/clintfiddle](http://www.linkedin.com/in/clintfiddle)

## INDUSTRY EXPERIENCE

### Big Enterprises, LLC

*Executive Assistant Intern* Jan. 2014 – Present

- Review show contracts
- Manage client schedules
- Screen incoming calls and relay messages
- File client press
- Input show and merchandise data into client database
- Create and manage show files

### DNA

*Manager* Sept. 2012 – Present

- Active booking agent
- Negotiate show contracts
- Working business manager
- Organized 40 date Spring/Summer tour
- Develop and brand the band's image
- Control website, social media sites such as Facebook, Twitter, Instagram and online calendar

### PCB Entertainment, LLC

*Executive Assistant Intern* May 2013 – Dec. 2013

- Oversaw cable buys for all festivals
- Conducted trade deals with media outlets
- Designed online merchandise store through CoreCommerce
- Developed a street team webpage
- Arranged all media interviews for Executive Producer
- Compiled media contact lists using Vocus Marketing Software to send out bi-weekly press releases

### RLM/Mission Management

*Director of Radio Services Intern* May 2013 – Dec. 2013

- Updated client websites, social media sites and online calendars
- Input gig contracts into client calendars and company database
- Contacted show promoters on behalf of clients and assisted in marketing and promoting events
- Scheduled client media interviews
- Created client one-sheets and talking points for media interviews and promotional purposes