

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

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