

CAYLEE MIZZELL-SMITH

Nashville, TN | 843-641-8052 | CayleeMizzellSmith@gmail.com

Professional Summary

As a hardworking and quirky young professional, I can assure you that I will bring an upbeat and unique presence to any work environment.

Skills

Hard Skills

- Analytics
- Basic knowledge of Adobe products, Canva, Gimp, Piktochart & HTML
- Copy writing
- Email marketing platforms
- Event planning and execution
- Google Calendar & iCal
- Google Suite/Microsoft Office
- Mac & PC Operating Systems
- Marketing
- Market research
- Pollstar
- Social media communications
- WordPress

Soft Skills

- Effective at managing time
- Excels in creative problem solving
- Organized
- Perseverant
- Punctual
- Reliable
- Team player
- Trainable
- Willing to learn

Employment

The Kinkead Entertainment Agency

August 2016 - Present

Executive Assistant to CEO

Accomplishments:

- Part of the team that broke the record for longest, consecutive #1 song on the Billboard Hot 100 Chart with "Old Town Road (Remix)" by Lil Nas X featuring Billy Ray Cyrus
- Innovated an email marketing database of 10,000+ to promote clients and keep potential buyers up to date on new happenings within the company
- Designs original one sheet requests for 12+ different artists on a roster of 30 and handles other specific company marketing components including all company social media accounts
- Constructed an approach for the company's booking coordinators to reach out and communicate with promoters from specific territories to complete last minute offers and negotiate contracts for musical talent and comedians
- Trains new administrative staff and developed a more efficient system for forms, letters and documents

Work Experience

Workshop Management

May - August 2016

Intern

Vector Management

January - May 2016

Intern

Country Radio Seminar

November 2015 - March 2016

Intern

The Disney College Program

January - May 2015

Character Attendant

Middle Tennessee State Univ.

August 2013 - May 2016

Resident & Desk Assistant

Chick-Fil-A

May 2010 - January 2015

Marketing Assistant/Cashier

Other Experience

Volunteer | ACM Party for a Cause
2017

Temporary staff | CMA Festival
2013, 2014 & 2016

Volunteer | BMI Country Awards
2015, 2016 & 2017

Temporary staff | CMA Awards
2014 & 2015

Red carpet Coordinator | GRAMMY Awards
2016

Artist escort | GRAMMY Block Party
2016

Volunteer | Country Radio Seminar
2013 & 2014

Volunteer | Southern Ground Music Festival
2013

Academic History

Middle Tennessee State University

Bachelor of Science, 2012-2016

Major: Recording Industry Management

Minor: Public Relations

Additional Information

Facebook:

/Caylee.MizzellSmith

Instagram:

@CayleeMizzellSmith

LinkedIn:

/Caylee-Mizzell-Smith-5410

References

Josh Terry

Workshop Management
(773) 818-1814

Kevin Coffey

The Country Music Association
(615) 519-5984

Neil Pond

Parade Magazine
(615) 598-7914