Katie Sexton

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LOCATION Chicago IL 60622

EDUCATION

University of Colorado

Boulder, CO
Bachelor of Arts in Communication, May 2016

University of Sussex

Brighton, United Kingdom
Study Abroad

EXPERIENCE

Paradigm Talent Agency

Agent Assistant
April 2019 - March 2020

- Entering offers, tracking and processing contracts
- Reconciling show settlements with Buyers and internal Accounting dept to track money due to clients
- Show advancing, collecting all pertinent show information
- Coordinated company industry events

Music Desk
August 2018 - April 2019

- Gathering ticket sales, entering accurate information into cloud and send reports to agent and management teams
- Gathering detailed settlement information for clients performed shows
- Providing support to the contract administration process

Biz3 Publicity

Music PR Intern
September 2017 - August 2018

- Provide assistance is tracking press hits, and performing press pick up
- Researched press contacts in various markets for coordinating tour press
- Assisted in maintenance of company's various social media platforms

LX Management

Influencer Management Intern
April 2017 - September 2017

- Researched brand trends and opportunities for pitching client
- Assistance in management of LX social media platforms
- Development of client social strategy and brand management
- Assistance in Creative Direction of client campaigns

Madison House

Booking Intern
August 2015 - May 2016

- Provided assistance in booking operations
- Entered offers, including detailed show information from promoter
- Researched markets for events, collected and entered ticket counts

Z2 Entertainment

Marketing Intern
May 2015 - August 2015

- Built promotion packages, and updated events calendars
- Distributed posters and print ad materials around Boulder