KATIE PULLMAN

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New York / Nashville

SUMMARY

Innovative young music industry individual with a BBA in Music Business that possesses several years of artist management experience. Highly skilled at assisting a CEO-Level Artist Manager and adept at analyzing artist data. Brings strong work ethic and takes pride in going above and beyond to do the best work possible. Collaborates and communicates professionally with multiple artist teams. Always eager to learn and expand knowledge in every aspect of the music industry.

EXPERIENCE

Data & Systems Analyst / **Q Prime** - Nashville, TN *09/2020 - Current*

- Analyze new artist release data on a weekly basis by collaborating with the labels and using music data tools; Nielsen Music Connect, artist DSP dashboards, Label Artist Management Platforms, social media insights, etc.
- Streamline and report out weekly consumption, top playlists, social media insights and radio chart activity to artists and artist teams.
- Prepare analytical presentations using Google Data Studios for reports and meetings.
- Create robust specialty reports on specific artist topics and analyze result trends (ex. ecommerce and fan engagement data).
- Research new age industry case studies to explore and apply competitive intelligence relating to our artists and business.
- Introduced and set expectations for adoption of the project management tool Monday.com to create a clear and efficient workflow between departments.
- Maintain organizational tools such as Dropbox, Lastpass, and Monday.com.

Artist Manager Assistant / **Q Prime** - Nashville, TN *01/2019 - 09/2020*

- Assistant to Founder of Q Prime South and Artist Manager, John Peets.
- Handled John's email and phone by prioritizing responses according to date, deadline, and urgency.
- Managed schedules, transportation, workflows and shifted priorities to meet expected business demands.
- Organized travel calendar to align with artists schedules.
- Set up and orchestrated artist music listening events and in-office meetings for label executives. DSP teams, press correspondents, potential artists, etc.
- Created a filing system for artist assets, archives, and office records, maximizing security on all information.
- Maintained various budgets including travel & expense, meetings, IT, and office building expenses.
- Coordinated communication and tasks between John, day-to-day managers, and department heads.

Artist Partnership Intern / **Bandsintown** - Los Angeles, CA *08/2018 - 12/2018*

- Responsibilities include updating the partnerships database with current information.
- Managing the fans email account and help respond to customer support requests.
- Assisting in contacting "RSVP" contest winners.
- Researching management and label rosters.
- Identifying new artists for outreach to onboard to the Bandsintown platform.

Artist Management Intern / **Q Prime** - Nashville, TN *01/2018 - 05/2018*

SKILLS

- Music
- Artist Relations
- Manage Accounts
- Oral and Written Communication
- Scheduling and Appointment Setting
- Travel Arrangements
- Management of Personnel Resources
- Perform Office Routine Activities
- Time Management
- Active Learning
- Prepare Presentation Material
- Spreadsheets and Document Control
- Coordination and Project Management
- Data Entry, Data Analysis, and Data Collection
- Monitoring and Statistical Reporting

TOOLS

- Digital Streaming Platforms (Spotify, Apple Music, Amazon Music, Pandora)
- Advanced Google Drive and Microsoft Office Expertise
- UMG and WMG Artist Management Platforms
- Data (Nielsen Music Connect, Chartmetric, Google Data Studios)
- Social Media (Facebook, Instagram, Twitter, YouTube, TikTok)
- Artist Tools (Spotify For Artists, Apple Music For Artists, Master Tour, Shopify, etc.)
- Systems (Monday.com. Dropbox, Lastpass, Mindnode, Slack, Adobe, Video Conferencing Tools)

EDUCATION AND TRAINING

Belmont University - Nashville, TN *05/2019*
BBA: Music Business

- Completed courses such as Survey of Music Business, Copyright Law and Music Publishing
- Belmont USA Member (Los Angeles)
- Study Abroad (Ireland and Northern Ireland)
- Grammy U Member
- Belmont CMA EDU Member
- Belmont Showcase Series Member (Christian, Pop and Rock)

WEBSITES, PORTFOLIOS, PROFILES

- www.linkedin.com/in/katiepullman
- https://sheisthemusic.org/user/KatiePullman/