Sarah A. Underwood

651-341-4827
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Warner Music Nashville, Nashville, TN
Executive Assistant - Temp

MAY 2019 - SEPTEMBER 2019

• Facilitated expenses, invoices, mail, scheduling, agendas and meeting setups, ticket requests, research, registering guests with security, booking vendors, updating contacts.
• Introduced guests and kept the executive informed and on time for meetings, etc.

Warner Music Nashville, Nashville, TN
Event Marketing Emerging Talent Associate

JANUARY 2019 - MAY 2019

• Logged and researched venue info, visited locations, booked vendors and spaces, updated calendars and RSVPs in Master Tour, assisted with all WMN artist showcases and CRS, ACM, and CMA events.

Warner Music Nashville, Nashville, TN
A&R Emerging Talent Associate

SEPTEMBER 2018 - DECEMBER 2018

• Burned CDs, sat in on pitch meetings, organized and compiled publisher submissions into playlists, created spreadsheets and documented departmental song feedback.
• Greeted celebrity guests at CMA after-party.

Black River Entertainment, Nashville, TN
Radio Promotions Intern

JANUARY 2018 - MAY 2018

• Pulled charts, updated stats and calendars, prepped meeting notes, booked travel, and aided with office hospitality.

Sony Music Nashville, Nashville, TN
Marketing Intern

SEPTEMBER 2017 - DECEMBER 2017

• Created an album launch campaign including goals and strategies, advertising, budgeting, timelines, contests, partnerships, brand development, etc.
• Supported marketing team with events and projects as needed.

Innovo Management, LLC, Nashville, TN
Marketing Strategist, Assistant Manager

SEPTEMBER 2017 - JULY 2018

• Developed new artists through PR exposure, social media strategy, content creation, branding, etc.
• Assisted senior management with organization; managed calendars and emails, updated artists' websites and socials.
• Created an onboarding packet for new clients.

Hubbard Broadcasting, St. Paul/Mpls, MN
KSTP-FM Large Market Radio Station Intern

MAY 2017 - JULY 2017

• Scheduled songs, edited spots, managed calls, produced shows, and facilitated events and sales appearances.

"Went above and beyond, showed up early and stayed late..."

EDUCATION

• **Belmont University** - May 2019 - GPA 3.8
• Magna Cum Laude - Belmont Scholar
• Music Business and Foreign Languages
• Honors Program with an emphasis in Leadership

ACHIEVEMENTS

• Study Abroad, Madrid: Summer '12, Fall '16
• Study Abroad, Ireland and Scotland: Summer '18
• Appalachian Mission Trip '18
• Dean's List '15-'19
• Commended National Merit Scholar
• Conexión Américas documentary, LEAD capstone

SKILLS & INTERESTS

Fluent in Spanish • Familiarity with Ariba • Concur • MediaBase • All Access • MasterTour • SadiE ProTools • NexGen • VoxPro Adobe Audition • Wheatstone soundboards • Microsoft Outlook • Word • Powerpoint • Excel
WordPress • Canva • Trello • iTunes and Spotify • SoundCloud • Songspace.
• Proficient written communication skills.
• Discrete with delicate information.
• Strong organizational and time management skills.
• Driven work ethic.
• Thorough knowledge of current country music.
• Ability to work in a team.
• Top strengths include: Empathy, Adaptability, Responsibility, Restorative, and Relator.
• #4 Enneagram •

"...eager to learn and always down for anything."