# COURTNEY J. MATTINGLY

## OBJECTIVE

Self- Starting individual with sales management expertise, seeking full-time employment in music industry, enabling to build successfully with team in a fun fast- paced environment.

## SKILLS & ABILITIES

Self starter, able to execute multiple task successfully. Effective communicator, always a team player in a fast paced environment that promotes individual development. Creative and innovative with executing events and projects. Excellent verbal and written communication; Successfully assist the development of  indididvuals through training and career courses. Proficient in Microsoft Word, Powerpoint, Excel .

## EXPERIENCE

### October 2013-present  American Girl/MattelAtlanta, GA

Assistant Sales Retail Manager - American Girl, Alpharetta, GA

- Manage daily retail operations to meet revenue, service, expense and goals.
- Provide sales floor leadership to ensure positive, friendly and profressional work environment
- Manage Staff of 10-15 employees including Sales Leads
- Ensure the delivery of premium service is provided by each retail associate
- Hire, train, and develop employees to work in a productive environment
- Execute job functions in compliance with Mattel protocol and policies
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### March 2011 – August 2013  Nordstrom Inc.Buford, GA

Assistant Department Sales Manager

- Recruit, hire , develop and motivate team to meet sales goals
- Assist department sales manager in achieving department volume and productivity goals
- Ensure sales team is delivering outstanding customer service
- Assist Department Sales Manager  ensuring merchandising and presentation standards are met.
- Build loyal client relationships to create loyal customer following

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**May 2015 – Present Patchwerk Studio Atlanta, Ga**

Marketing Assistant

- Assist in marketing all studio services
- Assist in setting up clients to book session with management
- Market studio events that are conducted
- Successfully assist Studio with private events

Weekend Werkshop Event Manager

- Execute event by selling out to individiuals investing in their music career
- Successfully market event to sell out to individuals investing in their music career
- Connect indidiuvals to network in the music industry
- Partner with Host to execute flow of event

IdoMusic North Region Correspondent

- Connecting musicians and artist in the Canada region
- Networking with music industry professionals enable efforts to provide future events to independent artists in the Canada region
- Successfully execute daily socal media campaigns for the idoMusic North region
- Building rapport with emerging artists in all Canada cities and regions

## EDUCATION

August 2008 To May 2013 Georgia State University Atlanta , GA

*Bachelors in Adminsitration: Marketing; Minor in Hospitality*

- 3.5 GPA
- Minor in Hospitality
- Courses: Introduction to The Music Industry; Business Analysis

## COMMUNICATION

Successfully managed Mattel/ American Girl Kiosk in 2015 during a busy 4th quarter during the holiday season . The Atlanta location ranked #1 in new client data capture.

## LEADERSHIP

Won Leader of the Quarter consecutive 2 years at American Girl /Mattel

## REFERENCES

*Diamond Blackmon 404-660-5086 NORDSTROM/ ENGEL AND VOELKERS REALTORS*
*Erika Glanton 404-213-598 -MATTEL*