AUDREY T. KENNEDY
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EXPERIENCE

***Account Assistant,* MAMBA (Martin, Allbee, Miller, Bryan & Associates), Nashville, TN,** March 2021 – July 2022
Multitasked daily assisting a Business Manager responsible for **10** *of the firm's* **30** *clients, duties included but were not limited to:*

- Being available **24/7** for the Business Manager to assist them with any and all requests from their clients
- Assisting with accounts receivable and payable weekly
- Creating a Bills List weekly of all outstanding bills for each client to allow the Business Manager to prioritizing spending
- Updating client show itineraries weekly with show details including date, location, guarantee amount, deposit amount, and merchandise split
- Assisting with downloading and classing client credit card transactions into Quickbooks monthly and reconciling them with the appropriate statement to ensure validity of all transactions
- Assisting with end of month ledger closing and reconciliations for each client in Quickbooks
- Creating and editing various QuickBook financial reports for each client monthly
- Downloading and monitoring clients' royalty income payments monthly and quarterly
- Filing clients' sales tax returns monthly and quarterly
- Downloading and monitoring clients' investment statements monthly and quarterly
- Assisting with end of year account closing and reconciliations for all client ledgers in Quickbooks
- Assisting with end of year tax preparation for all clients

***Executive Assistant/Receptionist,* Vector Management, Nashville, TN,** May 2019 – June 2020
Worked as the Office Receptionist and Executive Assistant to two Artist Managers responsible for ***9*** *artists directly and* ***60*** *company-wide, duties included but were not limited to:*

- Providing a **24/7** resource to two Artist Managers to assist them in all aspects of their work
- Schedule management including meeting and call coordination
- Travel coordination both domestically and internationally
- Expense reporting and reconciliation
- Email and call monitoring with discretion
- Assisting with tour advancing for both domestic and international venues
- Daily Media Base reporting to over **50** employees nationwide
- Acting as primary point of contact for incoming calls to the Nashville office
- Coordinating all incoming and outgoing office shipping needs and mail distribution
- Weekly Music Connect reporting to all employees
- Monthly distribution of billing statements to all clients
- Monthly inventory assessments and ordering of necessary supplies

***Marketing Assistant,* Feet For Life Companies, St. Louis, MO,** November 2018 – May 2019
Supported FFLC Media and Marketing on all levels of marketing execution as directed by the Company for all subsidiaries, duties included but were not limited to:

- Organization of department
- Maintenance of online marketing efforts including social media
- Development of physician and local referral network
- Assistance in the design and creation of printed marketing materials

***Public Policy Intern,* Planned Parenthood of the St. Louis Region and Southwest Missouri, St. Louis, MO,** Summer 2017

- Organized rallies and other events as a member of a 10-person team to promote Planned Parenthood and activate their supporters
- Lead and participated in weekly phone banks to connect constituents with their legislators
- Canvassed at various community events for the Clean Missouri Campaign
- Wrote copy for a rally describing the current federal and state political landscapes surrounding reproductive rights and healthcare
- Wrote a Letter to the Editor of the *St. Louis Post-Dispatch* that was published on June 26, 2017

EDUCATION

Sewanee: The University of the South, Sewanee, TN – Bachelor of Arts degree *Cum Laude* in May 2018

- Dean's List, Spring Semester 2018
- Order of the Gown, the University's academic honor society, Inducted October 2017

SKILLS

Programs / Platforms

- QuickBooks, Media Base, Music Connect, AtVenu, Adobe InDesign, Canva, Microsoft Office, Booker, Facebook Business and Personal, Instagram Business and Personal, TikTok, Snapchat, Twitter

Soft Skills

- Writing, editing, client communication, teamwork, collaboration, problem-solving, professional correspondence

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References

- Elaine Bryan, MAMBA: 615-383-1161, ebryan@martinallbee.com
- Breanne Miller, MAMBA: 615-383-1161, bmiller@martinallbee.com
- Joel Hoffner, Vector Management: 615-269-6600, joel@vectormgmt.com