JORDAN K. THOMPSON

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EDUCATION

MBA, August 2022
University of Alabama at Birmingham, Online
Major: General Management
Bachelor of Science, May 2021
University of North Alabama, Florence, AL
Major: Entertainment Industry
Honors College Graduate, *Magna Cum Laude*
Global Business Certificate, December 2020
University of North Alabama, Florence, AL

TECHNICAL SKILLS

- ProTools/ Garageband/ Logic
- Numerous Professional consoles
- Video and Audio Production

Other Skills

- Microsoft Office
- Time Management
- Calendar Management
- Strategic Planning
- Monday .com

ENTERTAINMENT RELATED EXPERIENCE

Global Royalty Analyst, Universal Music Publishing Group, Franklin, TN January 2022- January 2023

- Oversee incoming royalty statement processing for designated sources
- Work closely with Data Services and Team Coordinators to ensure the accuracy of data captured
- Conduct royalty statement reconciliations while adhering to timetables and deadlines
- Identify and address calculation errors and maintain suspense balances
- Investigate, validate, and process adjustments on royalty statements
- Attend regular daily, weekly, and monthly meetings to discuss progress with sources

Music Analyst, Insight Global (BMI Contractor), Nashville, TN, July 2021-December 2021

- Analyze, interpret and process documentation and forms
- Receive, research, and respond to various inquiries via email, postal mail, and telephone
- Effectively communicate BMI's policies and procedures to internal and external customers as it relates to administration, account maintenance, and copyright counterclaims/ discrepancies
- Review and manage writer and publisher affiliate catalogs to ensure the accurate distribution of royalties
- Resolve copyright counterclaims and discrepancies
- Research and prepare royalty adjustment requests as necessary

Extern (Touring Assistant), Tami Sylverain, Touring Manager, April 2021 - June 2021

- Coordinate travel logistics
- Collaborate while advancing shows
- Provide organizational and administrative support
- Attend and assist during events
- Work closely with the Touring Manager, Band, and artist
- Represent the artists and their brand
- Assist in preparing written communications and research

Studio Student Assistant, UNA Department of Entertainment Industry, Florence, AL, August 2019 - May 2021

- Oversaw student sessions and utilized interpersonal skills to assist students with technical issues
- Troubleshoot issues with ProTools and studio
- Provide technical support for students in the DEI project studio and Noiseblock
- Led numerous training sessions teaching peers how to properly use the studios

Intern, Fame Recording Studios, Muscle Shoals, AL November 2020 - April 2021

- Maintained documentation of session information during sessions
- Kept track of and catalog songs from songwriters
- Assisted artist and engineer in recording sessions
- Aided in the cleanliness of the studio to better appeal to clients and tourists
- Answered and redirected phone calls for booking, touring, and other inquiries
- Worked closely with the Studio Manager to ensure all studio needs are met