ALLISON RITCHEY

Entertainment Industry Professional

CONTACT

allisoneritchey@gmail.com

(717) 808-2660

SKILLS

Microsoft Office/Google Docs
Scheduling
Social Media
Answering Phones
Drafting Contracts
Customer Service
Leadership
Expense Reports
Teamwork
Detail Oriented
Data Entry and Management

SOCIAL

Allison Ritchey

@ally.ritch

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PROFILE

Seeking to bring creativity, attention to detail, leadership, organizational skills, and communication to promote growth within a team and advocate for an efficient and fair music industry.

EDUCATION | BELMONT UNIVERSITY

BACHELOR OF ARTS:
CREATIVE & ENTERTAINMENT INDUSTRIES
MUSIC BUSINESS MINOR

Graduated: April 2021
Cumulative GPA: 3.88

EMPLOYMENT

PROFESSIONAL SONGWRITER

Songfinch | July 2022 - Present | Nashville, TN

- Craft customized songs based on customer's unique experiences
- Consistently deliver work that reflects Songfinch's mission

BOX OFFICE ASSOCIATE

Brooklyn Bowl | June 2021- Present | Nashville, TN

- Assist in daily box office operations
- Handle guest lists on a daily basis along with event changes
- Facilitate customer service by answering phones and responding to emails
- Develop rapport with many industry professionals

MUSIC TOURING FLOATER

Creative Artists Agency | April 2022 - November 2022 | Nashville, TN

- Assist in daily music touring department tasks
- Cover desks for assistants as needed
- Participate in department meetings

BARISTA

Starbucks | January 2021 - August 2021 | Nashville, TN

- Worked the busiest drive-thru location in the Nashville area
- Maintain organization, harmony and workflow within a fast paced environment

ARTIST MANAGEMENT INTERN

Indie Connect | January 2021- April 2021 | Nashville, TN

- Analyzed trends within media and researched marketing strategy
- Assisted in growing artists' persona, branding, touring, and social media presence
- Met with various artists and discussed specific vision and scheduling