# Sarah Tracy

(757) 876-6647 | sarahtracyofficial@gmail.com | LinkedIn

## PROFILE

Music industry professional with hands-on experience in event logistics, artist relations, and administrative support. Thrives in fast-paced environments, delivering seamless support to create memorable experiences for artists, teams, and audiences.

## SKILLS

- Data Analysis
- Event Logistics
- Administrative Excellence
- Problem Solving
- Attention to Detail
- Organizational Skills
- Software Proficiency
- Computer Literacy

## EXPERIENCE

Ten Fifty Entertainment, **Music Festival Event Staff**
*April 2023 – present*

- Coordinates transportation for crew and festival patrons, ensuring timely shuttles to and from venues to optimize operational efficiency
- Manages logistics for ADA compliance, facilitating access to viewing platforms to ensure an inclusive experience for all attendees
- Collaborates effectively with team members to address unexpected logistical challenges, demonstrating ability to problem-solve

Lovin' Life Music Festival, **Overnight Artist Relations and Hospitality Coordinator**
*May 2-5, 2024*

- Orchestrated logistics for over 40 artists, including arrival schedules, dressing room setups, and hospitality requests while ensuring flawless execution of rider requirements
- Served as the primary liaison between artists' teams and venue staff, initiating clear communication and seamless event operations
- Maintained an optimistic mindset to resolve high-pressure challenges that arose

Riverside Regional Medical Center, **Patient Access Representative**
*April 2022 – present*

- Manages high-volume communication and scheduling, ensuring efficient data coordination and timely completion of over 6,000 patient registrations to date—skills transferable to orchestrating booking and tour logistics
- Upholds strict confidentiality standards (HIPAA) while handling sensitive information, a practice crucial for managing sensitive information in the music industry
- Registers patients in the emergency room, including trauma cases, demonstrating the ability to thrive in a fast paced, high-pressure environment
- Demonstrates attention to detail and organizational skills critical for handling data

## PROFESSIONAL DEVELOPMENTS

Turn Up Her Mic, **Tour Management Mentee**
*July 2024 – September 2024*

- Engaged in a 6-week tour management mentorship program while participating in bi-weekly sessions with a music industry veteran
- Gained insights into the live music industry and developed practical skills in tour management and event logistics

## EDUCATION

- **NYU Tisch x Billboard | Music Industry Essentials Certificate Program** – in progress
- **Old Dominion University -** Bachelor of Science in Communications | Concentration in Cinema and TV Production – May 2022
-

## ACHIEVEMENTS

- Telly Award Gold Winner: Student – Non-Broadcast. Recognized as producer and editor for short documentary "Redeemed Art" on Season 7, Episode 7 of WHRO-TV
- Diligently collaborated with and pitched ideas to WHRO-TV executives during final semester at ODU as part of Curate U program

## VOLUNTEER WORK

Something in the Water Music Festival – **ADA Department**
*April 28 – 30, 2023*

- Assisted in facilitating transportation and access for ADA festival patrons, ensuring compliance with ADA regulations to provide an inclusive experience
- Successfully handled last-minute changes and demands with a composed and proactive approach