

TAYLOR GENTRY

NASHVILLE, TN

SKILLS

ATTENTIVE & VERSATILE
DETAIL ORIENTED
STRONG COMMUNICATION
ORGANIZED
SELF-MOTIVATED
TEAM PLAYER
ADAPTABLE
TIME MANAGEMENT
ADMINISTRATIVE DUTIES
GOOGLE SUITE
MICROSOFT OFFICE SUITE

EDUCATION

VANDERBILT UNIVERSITY
CODING BOOT CAMP
2020-2021

UNIVERSITY OF LOUISVILLE
B.S. IN GEOGRAPHY
2013 - 2016

**MIDDLE TENNESSEE
STATE UNIVERSITY**
MUSIC BUSINESS
2011 - 2013

CONTACT

502-352-0421
TPGENT01@OUTLOOK.COM

WORK EXPERIENCE

MADISON HOUSE

AGENT ASSISTANT | MARCH 2020

- ENTERED OFFERS, ISSUED AND REVIEWED CONTRACTS, AND PROCESSED DEPOSITS FOR AGENT'S CLIENTS.
- MANAGED ONBOARDING OF NEW CLIENTS FOR AGENT.
- ENSURED ALL REQUESTS AND CORRESPONDENCE BETWEEN AGENT, BUYERS, AND CLIENTS WERE FULFILLED.
- MANAGED CALENDAR AND MEETINGS FOR AGENT.

WILLIAM MORRIS ENDEAVOR (WME)

AGENT ASSISTANT | MAY 2019 - MARCH 2020

FLOATING ASSISTANT | MARCH 2019 - MAY 2019

MAIL ROOM | JANUARY 2019 - MARCH 2019

- ENTERED OFFERS, ISSUED AND REVIEWED CONTRACTS, AND PROCESSED DEPOSITS FOR COUNTRY CLIENTS ACROSS 10 STATES.
- FACILITATED REQUESTS AND CORRESPONDENCE BETWEEN AGENT, ARTIST TEAMS, AND BUYERS.
- ASSISTED AGENT IN CONTRACT NEGOTIATION.
- MANAGED CALENDAR AND MEETINGS FOR AGENT.

COUNTRY MUSIC ASSOCIATION (CMA)

BUSINESS AFFAIRS ADMIN | MAY 2018 - DECEMBER 2018

- YOUTUBE CONTENT ADMINISTRATION
 - DIGITAL MILLENNIUM COPYRIGHT ACT (DMCA) TAKEDOWNS OF VIDEOS VIOLATING COPYRIGHTED FOOTAGE.
 - UPLOADED ALL ARCHIVED CMA AWARDS AND CMA MUSIC FESTIVAL FOOTAGE FOR CONTENT ID.
 - ASSEMBLED PERFORMANCE CLIPS FOR VEVO.
- MANAGED MUSICIAN REGISTRATION FOR OVER 300 MUSICIANS ACROSS A 4 DAY FESTIVAL WITH OVER 80,000 ATTENDEES PER DAY.
- TOOK OVER DUTIES FOR THE MANAGER OF BUSINESS AFFAIRS DURING HER MATERNITY LEAVE FOR THE 2018 CMA AWARDS AND CMA COUNTRY CHRISTMAS.
- OVERSAW THE FLOW OF OVER 500 CONTRACTS.
- ASSISTED IN BUILDING CONTRACTS THAT INCLUDED, BUT WERE NOT LIMITED TO, PRODUCTION, LIVE EVENTS, CLIP LICENSE, ETC.
- MANAGED EXPENSE REPORTS FOR THE SENIOR VP OF BUSINESS AFFAIRS.
- ASSISTED IN CROSS-DEPARTMENTAL PROJECTS.