

Michelle Reeves

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Dear HR Manager;

Music is my life! I am an enthusiastic, educated, and extremely organized individual who is not happy without music, but cannot carry a tune in a bucket. My creativity, vision, education, and experience will significantly contribute to your mission, growth and profitability.

Following are some of my relevant qualifications: I cowboy up when it comes to working in a creative, focused, and motivated environment. When it comes to songs about me, my tracks include success in communications, marketing and writing. I strongly believe in client management and problem-resolution. My ability to successfully network with business associates, clients and all levels of management is fine-tuned. I possess the ability to negotiate diplomatically. Clear and concise written and oral communications amplify my public relations skills. With solid MS Word, Excel, and Power Point proficiency, I can complete projects quickly. My most recent job has added a number of press releases to my portfolio and I expect my next thirty years to be filled with music.

Life is an eight second ride and in the midst of it I keep solid organizational, project management, interpersonal and communications skills at the forefront of my career. My talent and creativity will work for you and your clients. I'm not talkin' 'bout hookin' up and hangin' out, I'm just talkin' 'bout a career in music! Just LeDoux it...call me when you can. Thank you, in advance, for taking the time to consider my resume.

Thank you,

Michelle Reeves

*Professional Resume Enclosed
References Available Upon Request*

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Objective:

I am a creative individual seeking a position in music industry public relations, artist management, or A&R that will fully utilize my experience and meet my career interests. Teamwork and an appreciation for new ideas are two key characteristics that I am looking to include in my future position.

Professional Experience:

Public Relations Manager

MIDDLE TENNESSEE ASSOCIATION OF REALTORS®

Nashville, Tennessee – 02/2003 to 08/2005

- **Writing:** Compile weekly online newsletter for MTAR. Write and send press releases to local media. Keep media contacts for future events. Website maintenance as needed.
- **Networking:** Stay in communication with sponsors and potential sponsors of Association events throughout the year.
- **Special Events Coordinator/Fundraising:** Coordinate annual golf tourney, coordinating annual Make a Difference Day. Assist with coordination of Russian realty students visit. Raise funds for our Scholarship fund through our annual golf tournament.
- **Education:** Invite teachers for various classes at MTAR. Track attendance. Research completion of classes at the request of members. Contact sponsors with information on class size and people attending. Scholarship liaison 2003, 2004 and 2005.
- **Communications Liaison:** Community relations liaison between members, Executive Director and media. Present special event information in membership services and PR Committee meetings.

Sales Manager

MILLENNIUM MAXWELL HOUSE HOTEL

Nashville, Tennessee – 6/2002 to 10/2002 (Department Reorganization)

- **Sales:** Broke into the Vanderbilt University and Medical Center market for the hotel. Entertained existing and potential clients by holding quarterly client parties. Presented hotel to clients during pre-contract stage. Creatively marketed the hotel and its amenities to all clients.
- **Contract Management:** Delivered original, creative contracts to clients personally. Renewed contracts by sending client specific reminders one month before renewal date.
- **Client Relations:** Networked with clients and potential clients through business organizations and community fundraising events. Hand delivered appreciation gifts to my top-producing clients on a monthly basis. Expediently wrote thank you notes to every person I met or spoke with throughout the day.

Marketing Coordinator-Contract Position

TIN PAN SOUTH GOLF CLASSIC (THROUGH NSAI)

Nashville, Tennessee – 02/2002 to 04/2002

- **Marketing:** Initiated marketing and promotions strategies with the Marketing Manager. Through business development I earned this organization \$60,000 in six weeks' time. Led marketing research, administration and business development efforts for Tin Pan South while assisting with event marketing.
- **Client Relations:** Contact music industry representatives for Tin Pan South sponsorship. Created spreadsheets to keep event records. Drafted thank you letters, receipts, invoices, and assisted in writing press releases for Tin Pan South.

Marketing Assistant & Various Positions

KEYSTONE STAFFING

St. Louis, Missouri – 11/2000 to 12/2001

- **Inventory:** Tracked inventory levels of marketing materials. Established close relationship with the corporate office by ordering books, brochures, maps, and videotapes for the marketing library.
- **Employee Relations & Team-Building:** Motivated, inspired and guided employees to achieve maximum results through effective teambuilding efforts. Employees receive changes better if the changes are marketed to their needs.

Education: *Master of Arts in Communications* Lindenwood University GPA 3.7 Missouri 2001

Professional Affiliations: American Marketing Association: Job Listing Coordinator: 2004-2005 VP of Communications: 2003-2004

Computer Operations: Extensive knowledge of Microsoft Word, Excel, PowerPoint, Outlook and Publisher. Familiar with MS Access, MS FrontPage, Adobe Pagemaker, and Adobe Photoshop.