

CONTACT

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- ☎ 513-316-6456
- 📍 Nashville, TN 37204

EXPERTISE

- Excel Certification and Microsoft Familiarity
- Canva Expertise
- Asana and Slack
- Social Media Management
- Customer Service
- Premiere Pro and Adobe Platforms
- Qualtrics Surveys
- Toast Systems

RELEVANT COURSEWORK

- Entertainment Distribution and Promotion
- Survey of Digital Production
- Entertainment and Copyright Law
- Principles of Microeconomics
- Integrated Accounting Principles
- Entrepreneurial Financial Management
- Craft of Fiction and Poetry
- Advanced Studies in Writing

CHLOE GRIFFOR

A Creative and Entertainment Industries student with a passion for the film, music, and writing industries. Expresses creativity in the entrepreneurial and service fields by generating diverse content, generating promotional concepts, and striving to achieve a personal creative brand.

WORK EXPERIENCE

ARTIST MANAGEMENT INTERN 05/2024 - 08/2024

Olivia Management, Nashville TN

- Supported and maintained multiple artists at once
- Collaborated with other interns regarding day-to-day tasks
- Coordinated promotional efforts for releases and tours through social media and online platforms
- Wrote blogs and captained the team

ENTREPRENEUR 05/2022 - 9/2024

Etsy Shop Owner- Selah Day Designs, Mason OH

- Conceptualize and design custom Disney ear outlines inspired by beloved characters, themes, and iconic elements from Disney movies and parks
- Collaborate with customers to understand their preferences and visions for their ears
- Implement marketing strategies to increase visibility and attract customers to Etsy shop

EVENT PLANNING INTERN 04/2022 - 08/2022

Natalia's Event Planning, Mason OH

- Assisted in managing the company brand portfolio, including oversight of event organization and setup
- Worked in high-class atmospheres organizing luxury jewelry and decorations
- Oversaw documentation of brand efforts, including naming, design, and visual assets within the team
- Aided in communication between vendors and the company
- Worked professionally and responsibly amidst a team during high-traffic events

EDUCATION

2021 - 2025

BELMONT UNIVERSITY | NASHVILLE TN

Bachelor of Science in Creative and Entertainment Industries

- Double Minor in Entrepreneurship and Creative Writing
- Honors: Magna cum laude (GPA: 3.79)