



GRACE CATHEY

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PERSONAL PROFILE

I am a music business graduate with a passion for helping others achieve their creative goals. I believe there is power in creating excitement over your brand through experience and that digital media holds power! I also have a passion for songwriters and the stories they tell.

EDUCATION

August 2017- May 2021
Middle Tennessee State University
BS Music Business, Recording Industry
- Mass Communication minor

SPECIAL SKILLS

- Writing (Music and Nashville lifestyle blogger at www.gracecathey.net)
- Public Speaking
- Communications
- Media Management
- Photography
- Quick and eager to learn new things!

DIGITAL SKILLS

- Content calendar creation
- Canva
- MailChimp
- YouTube knowledge
- Instagram and Facebook proficient
- Brand building
- Attention to details
- Website creation (mainly Wix)

INTERNSHIPS

New Vision Baptist Church- Worship Intern

August 2019- May 2021

- Organize online worship team volunteer database
- Manage and assist with special events at church
 - Tim Hawkins comedy show (Sept. 29, 2019)
 - Point of Grace concert (Dec. 1, 2019)
- Organize royalty payouts for New Vision Worship's previous releases
- Manage social media accounts
 - Increased Instagram following by 200%

Sandbox Entertainment

January 2020- May 2020

- Assist managers with their needs
- Update Spotify accounts
- Follow fan comments on socials, report to digital team
- Make sure office is organized and up-to-date

EMPLOYMENT HISTORY

New Vision Baptist Church- Murfreesboro, TN

February 2020- present

- Oversees baptism ministry and coordinates with pastors
- Student worship leader- Buchanan student ministry
- Communications teamwork (sermon notes, sermon website work)

Rogers Group, Inc.- Columbia, Tennessee

July- August 2019

- Scanned files/documents onto external hard drive to help the company's upcoming transition in moving office locations

The White Room Too- Murfreesboro, Tennessee

August 2017- November 2019

- Worked individually with customers
- Answered phone calls
- Sent emails
- Cleaned/ organized the store

CAMPUS INVOLVEMENT

AMP Entertainment

August 2017- May 2021

- July 2019- May 2021: Creative Director
- January 2019- June 2019: Head of Administration and Communications
- October 2017- December 2018: Assistant to the Head of Administration and Communications
 - Create and send emails out to the entire organization
 - Get industry professionals to speak on panels
 - Moderate panels
 - Plan events and make sure they run smoothly
 - Communicate with each division of the organization to ensure everyone is on task and their jobs are getting done
 - Create graphics and co-manage socials

Social Media- MTSU Recording Industry Department

March 2019- May 2020

- Started Instagram
- Managed Facebook
- Gained attraction to the MTSU RIM Department through engaging with followers on social media

Omega Delta Psi

August 2017- July 2019

- Attended meetings and panels discussing the recording industry and its components

VOLUNTEER EXPERIENCE

Americana Festival/ Americana Music Awards

September 2017- 2019

- Helped in the office filing attendee badges into envelopes
- Seat filler for the Americana Music Awards

Country Radio Seminar

February 2018- 2020

- Answered questions at the information desk
- Directed lobby traffic
- Assisted in the needs of panelists
- Checked attendees in at registration desk
- Assisted in the needs of the volunteer coordinator and CRB employees

REFERENCES

- Robert Russell, former New Vision Baptist Church Worship Minister- Robert@PastorsToolbox.com
- Amy Macy, AMP Entertainment faculty sponsor, MTSU- Amy.Macy@mtsu.edu
- Tammy Donham, professor, MTSU- Tammy.Donham@mtsu.edu