***Clarissa Sams***

***Contact Information***

Cell- (818) 853-3057

Email- clarissa.sams@yahoo.com

***Professional Experience***

Booking Manager/ Tour Coordinator

SuicideGirls LLC.

Blackheartburlesque.com

5/13/2018 – Current

* Planned and coordinated over 190 Shows in over 63 different cities across the United States and UK.
* Coordinated ticketing page setups with Ticketmaster, TicketFly, EventBrite, Etix, etc..
* Setup events, managed attendees and ticket sales on Eventbrite.
* Maintained oral & written contracts of all transactions.
* Conducted training and orientation for staff and interns.
* Responsible for scheduling and negotiation of payment on shows.
* Performed ongoing customer/market research and demographic profiling to capitalize on new markets.
* Assumed a lead role in team meetings and help finalize concert events.
* Builds relationship with clients, which allows us to easily book regional and national tours year after year.
* Managed ticket sales for sold out tours.

Social Media Coordinator/ Booking Manager Assistant/ Tour Coordinator

SuicideGirls LLC.

Blackheartburlesque.com

2/27/2017 – 5/13/2018

* Facilitated initial contact with venue managers, promoters and in-house agents to schedule talent acts.
* Performed data entry tasks using computerized inventory control system.
* Facilitated individual trainings for new employees.
* Booked transportation and hotel reservations.
* Scheduled promotional and performance engagements.
* Compiled, copied, sorted and filed records of office activities, business transactions and other activities.
* Completed and mailed bills, contracts, policies, invoices and checks.
* Managed ticket sales.
* Drafted reports and presentations for senior management to track incoming customer reviews, social media analytics, and accomplishments that could be easily understood from a sales perspective.

Social Media Influencer

Docler Media

7/1/2016 – 2/20/2017

* Live Broadcasting
* Managed the day-to-day social media activities
* Worked with the marketing team to help strategize and execute promotional materials, product launches, and social media contests

Brand Ambassador/ Assistant Manager

Talking Rain Beverage Company

09/13- 1/14

* Customer service
* Distribution of premiums
* Public speaking
* Setup and teardown
* Copied, logged and scanned supporting documentation.
* Supported Chief Operating Officer with daily operational functions.

Manager/ Assistant Manager

Seattle Marketing and Event Services

Cadillac/ GMC / BUICK

6/07-1/14

* Customer Service
* Hiring and training staff
* Managing staff
* Managing events
* Vehicle maintenance
* Public speaking
* Event planning
* Distribution of premiums
* Customer service
* Setup and teardown of all events

***Skills***

* Knowledge of social media platforms and tracking analytics (FB, Twitter, Instagram Etc.)
* Google Spreadsheets/Excel
* Gmail Admin knowledge (set up email accounts)
* Mailchimp
* Independently driven and works well in teams
* A desire to learn new skills
* Great at multi-tasking
* Amazing under pressure
* Willingness to go above and beyond standard requirements
* A team player with a 'whatever it takes' attitude and a problem-solving mentality
* Committed to always having outstanding, positive interactions and open communication.
* Project management

***Education***

* FIDM
* Associate's Degree
* Merchandise Product Development

***References***

Will provide upon request