

# Latifah N. Godfrey

Atlanta, GA

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## OBJECTIVE

Objective is to be hired with an entry level position in the entertainment/ music industry. Preferably, a position where I can learn and grow and where there is also room for advancement with demonstrated excellence:

- Strategic Marketing
  - Strategic Brand Partnerships
  - Mass Communications
  - Day to Day Assisting
  - Artist Development & Management
  - A & R Coordination
  - Tour Management
  - Budget Creation & Management
  - Adobe Audition
  - MS Office Suite Applications
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## EDUCATION

University Of West Georgia

**August 2018- Present - Mass Communications**

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## EXPERIENCE

- **October 2023- Present - Operations Assistant to Vonce Johnson and Kai Cash/ Generation Now**
  - Facilitated the development of calendars and group meetings
  - Creating calendars for travel and events
  - Assisting and coordinating with creative director for music releases and projects
- **May 2023- December 2023 Operations Assistant- CodeSwitch Agency**
  - Creating and scheduling meetings
  - Help curating events and experiences for clients and for the company such as Slangfest with over 1,000 guest and over 30 artists
  - Transcribing lyrics
  - Helping execute rollouts, creating marketing blurbs, and assisting with creating newsletters for the company
- **July 2022- January 2023- Day to Day Assistant to TreTrax- TraxSznLLC**
  - Create and schedule monthly calendars for events and travel
  - Assisting and working directly with other artists during studio sessions and events
  - Transcribing lyrics and creating and executing rollouts for artist
  - Sent out daily emails as needed
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- **January 2022-July 2022- Day to Day Executive Assistant to Cortez Bryant- BluePrintGroup LLC**
  - o Maintained the CEO's schedule ensuring no conflicts occur
  - o Planned and coordinated company events
  - o Developed artist budget with Microsoft Excel and coordinated travel
  - o Handled a variety of administrative assistant duties for not only CEO but also any other staff, including scheduling meetings, transcribing lyrics, and assisting with other daily needs
- **October 2021- Present- Blue Alley Touring Assistant(Internship)**
  - o Assisted with remote work
  - o Followed up on and answered emails
  - o Assisted at concerts in Atlanta

**September 2021- January 2022- Studio Manager Assistant(Internship) - BluePrintGroup LLC**

- o Assisted studio manager and artist with daily needs
- o Successfully helped coordinate company events