

Kaitlin M. Putnam

24709 Westpoint Street
Brownstown Twp, MI 48183
(248) 762-5527
kaitlinputnam@gmail.com

OBJECTIVE

A junior Music Business major, a resourceful problem solver with a tenacious work ethic. Shows proficiency in customer relations and task management.

EDUCATION

Belmont University, Nashville TN

Bachelor of Business Administration, Music Business; Graduation 2025

- GPA: 3.31

RELEVANT COURSES

- French I & II
- Survey of Music Business
- Music Publishing
- Copyright Law

RELEVANT EXPERIENCE

Service Corps, Nashville TN — Volunteer

January 2023 - May 2023

- Volunteered for industry events
- Helped set up venues
- Communicated with team members

OTHER EXPERIENCE

5th Tavern, Clarkston MI — Wait Staff

May 2022 - July 2022

- Greeted guests as they entered the restaurant
- Delivered food to guests
- Enhanced guest experience

Legacy Title, Clarkston MI — Post Close Processor

February 2021 - June 2021

- Sorted through finished files of titles
- Aided with wiring funds
- Ensured payments were sent out to the correct place

SKILLS

- Language: English (Native), French (Conversational)
- Technical: Filtering and organizing email, Task management and delegation

ACCOMPLISHMENTS

- Serve Safe Certified
- Towering Traditions Leader, 2022 & 2023
- Service Corps, 2023