

Steven Mann

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Experience

Field Material Coordinator, Legion Contracting Services

Jan. 2018 - Jan. 2019; Houston, TX

Worked directly with vice president on weekly payroll using Quickbooks. Attended regular bid meetings. Developed detailed work log for company equipment and machinery. Handled material acquisition for job sites and previously inspected jobs. Coordinated supply delivery between office and site supervisors.

Band Manager, Heapin' Helpin'

Jan. 2017 - Dec. 2017; Houston, TX

Coordinated scheduling, travel, booking and communication with venues and promoters. Developed budget for promotions and merchandising. Oversaw processes for the recording of debut album, including bidding studios and channels of distribution. Maintained social media and band website. Managed recording and archiving of live sound.

Reception and Rental Inventory Management, Skyline Displays of Houston

Aug. 2016 - Jan. 2017; Houston, TX

Introduced clients to sales team and showroom. Entered and managed rental department inventory, client contracts and show database alongside warehouse coordinator using proprietary software. Answered phones and maintained company calendar.

Administrative Assistant, Mann Law Firm PLLC

Nov. 2014 - Aug. 2016; Houston, TX

Part of paralegal team responsible for document security and critical information control in connection with transition of physical files to virtual platform. Prepared legal documents and supportive memorandum under supervision of and in cooperation with attorney staff.

Music Program Intern/'stache Lifestyle Rep, RED Distribution/'stache media

Summer 2014; Austin, TX

Interned in music business program focusing on the development and implementation of grassroots marketing plans tailored to the college community. Actively engaged in the marketing of specific music artists through the development of online, tour, lifestyle and retail strategies.

Marketing Staff, Perfect Fit Meals

Summer 2012; Houston, TX

Marketed nutritional food product as onsite company representative at various retail locations throughout Houston and surrounding area. Position required high level of interaction with existing customer base and development of new consumer group.

Youth Advisor, Unzip Your Game Basketball Camp

Summer 2010 & 2011; Houston, TX

Responsible for the oversight and counseling of adolescents between the ages of 9 and 12 at seasonal sport skills enrichment facility.

Education

Bachelor of Arts in Business Administration, St. Edwards University

Sept. 2010 - Aug. 2014; Austin, TX

Skills

Excel, PowerPoint, Quickbooks, Squarespace, Presonus StudioLive