

Sadie Grant
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Summary of Qualifications

I'm a marketing professional who learned operations the hands-on way, hiring, budgets, and inventory first. From there, I carried those same instincts into festival production and community radio, coordinating artists, events, and content. What ties it all together is a knack for keeping things organized and people supported when the pace picks up.

Non-profit & Event Experience

Mempho Presents, March 2026- Present

Mempho Music Festival, Vinyl Lounge Coordinator

- Managing daily Vinyl Lounge operations, including setup, breakdown, and merchandise organization
- Tracking vinyl inventory and pricing through POS system
- Coordinating artist signings with the Artist Relations and Marketing teams
- Serving as on-site contact for brand partners
- Maintaining lounge atmosphere and appearance throughout the festival

Riverbeat Music Festival, Artist Transportation

- Provided on-site transportation for artists and crew across stage, compound, and parking areas, ensuring safe and timely movement throughout the festival
- Maintained professional relationships with artists and management, using sound judgment in a range of on-site situations
- Operated within festival communications systems to coordinate logistics
- Adhered strictly to site routes, safety protocols, and vehicle care standards under tight deadlines

Shell Daze Music Festival, Intern

- Supported production setup and on-site event operations
- Managed ticketing and guest list logistics
- Trained other interns on event operations and procedures
- Organized and maintained merchandise inventory

WYXR Memphis, Volunteer & Contractor, 2020–2026, Memphis, TN

- Coordinated VIP logistics for station events from launch through present day
- Assisted with artist hospitality and pre-performance support at Raised by Sound Fest and The Pull Up
- Identified and helped bring local talent onto the station for on-air features, contributing to artist development and community programming
- Produced marketing visuals and short-form video content (Reels) to support event and station promotion
- Performed paid contract work in addition to ongoing volunteer responsibilities, reflecting sustained trust and expanded role over time

Work Experience

Las Delicias, Manager, 2022-Present, Memphis, TN

- Recruit, hire, and train team members, building capable staff aligned with company quality and service standards
- Manage full-scale operations, inventory, scheduling, and payroll, balancing labor costs while maintaining consistent staffing to meet demand
- Track item-level sales data to guide budget decisions, cutting underperforming menu items and keeping spending below revenue targets
- Built and manage all social media accounts for the brand, creating content that grew online presence and community engagement
- Lead day-to-day operations of Las Delicias' grab-and-go station at Cordelia's Market, coordinating kitchen, packing, and customer service.
- Stay hands-on in kitchen operations during high-volume periods, maintaining product quality and team morale under pressure

Lamplighter Montessori School, Summer Camp Coordinator/Office Manager, Dec 2024-Jul 2025, Memphis, TN

- Designed and led daily programming across five classrooms, driving engagement through music, storytelling, and arts-based activities
- Coordinated student-centered initiatives aligned with Montessori developmental standards, ensuring consistency across programs and staff
- Managed multiple concurrent projects with strong attention to detail, clear communication, and on-time execution
- Managed administrative operations including inventory, front desk, and data tracking using organized digital systems

- Built strong relationships with students, parents, and staff, and trained new team members
- Acted as creative lead, designing promotional materials and shaping new programming based on team and student feedback

Affiliations & Honors

- American Marketing Association, Member, 2022-2026
- Emerging Leader Scholarship Recipient, 2022-2026

Education

Bachelor of Business Administration, 2026, *Cum Laude*

Major: Marketing, Minor: Music Business

University of Memphis, Memphis, TN

Certifications and Skills

- Google Analytics Certification
- Google Ads Certification
- Hubspot Digital Marketing Certification
- Hubspot Email Marketing Certification
- Meta Social Media Marketing Certification
- Adobe Lightroom: photo editing for social and brand content
- EPK Design: built an Electronic Press Kit for a local artist, aligning content and visual identity with the artist's brand
- Canva: graphic design for marketing and social media