

Jordan Chatman

Communications & Marketing Professional | Event Production



CONTACT

📞 (b) (6)

✉️ (b) (6)

EDUCATION

Bachelor of Science, Political Science |
Tuskegee University | (b) (6)

SKILLS

Event Planning & Management
Scheduling
Social Media Marketing
Marketing Strategy
Production Coordination
Advocacy
Public Speaking
Collateral Development
Large-Scale Events
Video Scripting & Production
Advertising & Community Relations
Project Management
Team Leadership
Brand Strategy & Brand Management
Analytical Thinking
CRM
Strategic Communications
Product Development & Management
Inventory Management
Customer service

SUMMARY

Strategic multi-tasker well versed in managing concurrent projects while balancing the creative and performance aspects of event management that drive innovation and revenue for the organization. Trained in all marketing disciplines: Advertising, Brand Development, Promotions, Entertainment, and Public Relations. Responsible for handling event organization from the conception stage to completion and liaising with clients, developing budgets, negotiating contract terms, liaising with suppliers and service providers, and coordinating event promotions. My creativity, sense of style, enthusiasm, highly developed problem-solving skills, along with my poise, professionalism, and personal work ethic, uniquely qualify me to work for a company that caters to large groups, public officials, and a diverse range of clients.

EXPERIENCE

Advance Associate | Governor Gavin Newsom | April – June 2021

- Supported the Director of Advance in producing external public appearances for the Governor of California
- Managed all vendor invoices and oversaw security credentialing of all production personnel
- Assisted in drafting briefings, memos, and schedules for the internal production team and external vendors
- Collaborate with internal teams on creative, design and press

Production Coordinator | 2021 Presidential Inauguration | January 2021

- Supported the Director of Production in coordinating the 2021 Presidential Military Escort
- Collaborated with the Presidential Inauguration Committee to build a comprehensive production schedule
- Managed all vendor invoices and oversaw security credentialing of all production personnel
- Assisted in drafting briefings, memos, and schedules for the internal production team and external vendors

Advance Lead | Jon Ossoff for U.S Senate | November 2020 – January 2021

- Supported the Director of Advance and Deputy Director in the planning and execution of a 16 city, seven-day bus tour
- Drafted briefings documents, speaker logistics, and press advisories for drive-in rallies, canvas launches, and bus tours
- Produced a "Shop Talk" with Senator Jon Ossoff and Senator Raphael Warnock and various award winning artists and natives of Atlanta - Common, Jermaine Dupri, Michael "Killer Mike" Render, Darius "Big Tigger" Morgan, and Clifford "T.I." Harris.
- Worked directly with the Surrogates Director in the planning, scheduling, and execution of surrogate events