

NAVARRIO SMITH

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SKILLS

- Music Industry Operations
- Music Publishing Research
- Live Entertainment Operations
- Business Communications
- Cross-Functional Collaboration
- Music Catalog Management
- Right Management Research
- Event Coordination
- Digital Marketing
- Audience Engagement
- Project Management
- Team Leadership
- Microsoft Excel
- Data Analysis & Reporting

PROFESSIONAL SUMMARY

Entertainment business professional with leadership experience in live entertainment, music industry operations, guest services, and logistics. Currently completing a Master's of Science in Entertainment Business at Full Sail University with a 4.0 GPA while serving as a Live Entertainment Supervisor at Michigan's Adventure, a Service Agent at FedEx, and a Music Industry Intern with LoveCat Music. Experienced in music publishing research, artist development concepts, team leadership, event operations, and cross-functional collaboration.

EMPLOYMENT

Intern

May 2026 -

Lovecat Music | (Remote)

- Conduct music publishing, ownership, and rights-management research using BMI, APRA AMCOS, SOCAN, SACEM, ICE, and other international databases.
- Analyze songwriter, publisher, and catalog ownership data to support copyright and royalty administration.
- Maintain and organize music catalog records, metadata, and reporting documentation across multiple territories.
- Assist with music rights verification, repertoire research, and publishing administration projects.
- Collaborate directly with company leadership on research initiatives supporting label and publishing operations.

Live Entertainment Supervisor

May 2026 -

Michigan's Adventure | North Muskegon, MI

- Lead daily live entertainment operations, ensuring smooth event execution and positive guest experiences.
- Coordinate performers, schedules, venue readiness, and operational logistics.
- Supervise team members while maintaining safety, service, and operational standards.
- Resolve guest concerns and support high-volume entertainment events.

Service Agent

Sep 2025-

FedEx | Muskegon, MI

- Process shipment records, package documentation, and operational data in a fast-paced logistics environment.
- Maintain accuracy while handling high-volume package tracking and customer service transactions.
- Communicate with customers and internal teams to resolve shipment-related issues and maintain service standards.
- Support daily transportation and logistics operations through detailed record management and problem resolution.

Merchandise Supervisor

May 2025 - Sep 2025

Michigan's Adventure | (Seasonal)

- Led merchandise operations for high-volume seasonal retail locations.
- Assisted with staffing, inventory control, guest service, and daily operational execution.
- Supported special events, promotions, and revenue-generating initiatives.
- Resolved guest concerns while maintaining operational and service standards.

EDUCATION

Full Sail University

Master of Science in Entertainment Business

- Expected Graduation: 2026
- GPA: 4.0

Full Sail University

- Jul 2023

Bachelor of Science in Entertainment Business

Full Sail University

- Jun 2021

Certificate- Media Communications