

Brantley Evans, III

Brantley.evans@temple.edu | 803-917-7048 | Philadelphia, Pennsylvania | LinkedIn: www.linkedin.com/in/brantleyevans3rd
<https://brantleyevansportfolio.godaddysites.com/>

Education:

Temple University, School of Sport, Tourism and Hospitality Management
Bachelor of Science in Event and Entertainment Management | Minor: Theater

Graduating: May 2025

Professional Experience

O.M.Gee Events Administrative Intern, Philadelphia, PA

January 2025 - Present

- Assisted head planner with event coordination, vendor communication, and administrative support for weddings and small events
- Manage social media content and engagement to enhance brand presence while gaining hands-on experience in a fast-paced, client-focused environment

STHM Career Fair - Budget/HR/Quantity Control, Philadelphia, PA

August 2024 - October 2024

- Budget & Quality Control: Create and manage the budget, track expenses, and refine processes with quality control checklists, risk management, and post-event feedback.
- Human Relations: Develop plans, conflict resolution, & clear communication ensuring smooth operations

Temple University TFMA Ambassador, Philadelphia, PA

August 2024 - Present

- Show prospective students around the school and spaces while conducting questions about prior experiences
- Plan and host admitted students day programs and activities for into first-year students

Penn Relays and Penn Track & Field Intern, Philadelphia, PA

January 2024 - May 2024

- Coordinate travel plans for teams and staff; Communicate travel plans for visiting teams
- Update records of athlete's performances
- Assist other departments in sales, marketing, communications, sponsorships, facilities, operations, etc

Marketing/Events Intern, Temple University Theaters, Philadelphia, PA

August 2023 - May 2024

- Assist with primary marketing tasks (checking/updating social platforms, publicity, emails, phone calls)
- Coordinate & facilitate events, worked to expand accessibility options and accommodations for our patrons

Box Office Team, Temple University Theaters – Philadelphia, PA

January 2022 - Present

- Sales Associate - distribute complimentary ticket requests on behalf of cast and crew; check guests into performances
- House Management - Act in a liaison capacity between the front and back of the house to facilitate audience well-being & safety; act as supervisor to contracted assistant house management staff

Student Intern, Workshop Theatre – Columbia, SC.

August 2020 – June 2021

- Assisted Executive Director to help set up classrooms and rehearsal spaces for shows
- Shadowed Executive Director and learned the jobs they are responsible for

Leadership/Affiliations

President, National Society of Minorities in Hospitality

November 2024 - Present

Director of Membership, Eta Sigma Delta, Temple University

January 2024 - Present

Vice-President/Artistic Director, Broadway on Broad – Temple University

May 2023 - Present

Public Relations Manager, Celebration of Color - Temple University

May 2023 - Present

Skills

Social Media Content Creation (Instagram, Facebook, TikTok, Twitter)

Microsoft Suite (Word, PowerPoint, Excel, Teams)

Google Suite (Docs, PowerPoint, Spreadsheet, Drawings, Forms)

Certifications

Professional Convention Management Association Student Member

CVECT Student Certified

American Red Cross First Aid CPR-certified; Lifeguard Certified & Water Safety Instructor Certified