

Tracye King
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EDUCATION:

University of Maryland Eastern Shore (UMES) Princess Anne, MD - Bachelor of Arts
in Media & English non-teaching

COMPUTER/PROFESSIONAL SKILLS:

- Microsoft Office Suite
- Adobe
- SABRE
- Writing
- On Site Meeting
- Coordination/Setup/Preparation
- Managing Vendors/Hotels
- Event Registration
- Event Budget Management
- Contract Negotiation
- Site Selection
- Research
- CRMs (e.g. Salesforce, Zoho)
- Customer Service
- Voice-overs
- Planning and Organization
- Cvent
- Canva
- Studio (Pro)
- MediaShout 7

EXPERIENCE:

Tracye A La Carte, LLC Atlanta, GA 10/2004 - present



- Audience Coordinator for Steve on Watch (Steve Harvey)
- Audience Coordinator for America's Got Talent Extreme
- Audience Coordinator for Family Feud
- Creator/Producer/Host of "Butterfly Inspirations" on Blog Talk Radio/AMP/Stationhead
- Work as a sub-contracted Meeting Planner
- Process and reconcile invoices to prepare for final payment to vendors
- Working with and sourcing vendors
- Managed budget(s) for each event
- Serve as the liaison between TTI and with the Chaplains/ Unit Ministry Teams
- Arranged for childcare, transportation & curriculum at retreats as required
- at retreats as required
- Provide Audio-Visual (AV) support inclusive of setup-breakdown of audio equipment
- Provide administrative support to various clients by preparing PowerPoint presentations, create voice presentations, create/design letterhead and business cards.

ACCOMPLISHMENTS/AFFILIATES:

- Published book entitled "710 - A Journal of An Alpha, An Absolute, and A Truth" (LeTay Publishing - 2004)
- Member of Tribe of Judah (Liturgical Dance Ministry at Word of Faith)
- Cast as an extra cast member in Oprah's "Greenleaf" television series