

Phoenix K. Smith

Creative Director | Cultural Curator | Avid Learner

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Washington, DC (Flexible)

Professional Experience

A Firebird Production — *Founder and Event Curator*

February 2022 - Present

A creative production company with the purpose of expansion, exposure, and celebration of black culture through artistic productions and collaborations.

Sophic Solutions, LLC — *Administrative Assistant*

October 2019 - Present

Manage invoice billing and communication between the company and clientele.

Steve Madden, the Retail Boot Camp — *Selected Participant*

September 2023 - October 2023

Gained merchandising, integrated marketing, and retail entrepreneurship skills and led a team to execute a Steve Madden pop-up shop on Howard University's campus.

No Free Gas, As Told by NFG — *Panelist*

October 2023

Creative Agency held a networking event

BURN Documentary, Season 3 — *Interviewee*

November 2023

A 3-season documentary centering around college students and young artists finding their path in the world.

Madewell — *Visual Associate*

January 2024 - Present

Create captivating windows and presentations. Keep backstock organized and ensure product flows to the floor regularly. Ensure marketing and promotional messaging are up to date and props are organized.

Collegiate Experience

Skills

Proven track record of success in learning new concepts and excelling.

Multi-task oriented, and flexible.

Able to adapt and work effectively with diverse groups.

Organization and connectivity

Administrative assistance

Advising

Writing/Documenting

Creative Direction

Event Coordination

Project Management

Set design

Showcase Production

Education

Howard University

Bachelors of Arts, Sociology
Strategic, Legal, and Mass
Communication Minor with a
concentration in Management
Communication

Promotions

2022-23 Co-Head of Creative
Direction for Models of the Mecca

2023-24 Treasurer for Models of
the Mecca

Tour de Force DC April 2022
grantee

Models of the Mecca, Howard University — *Member, Treasurer*

March 2022 - Present

A creative modeling organization established in 2016 by a group of quirky, outcast individuals who thrive in creativity. Experience as Creative Director and Treasurer.

Warner Brother Music Artist Tour, Howard University — *Event Coordinator*

November 2022

Warner Brothers Music contacted Models of the Mecca, my home organization- to coordinate an event on campus for artist Killumantii's HBCU Tour.

Youtube Black x Battle of the Mecca Springfest Talent Show, Howard University — *Event Co-Chair*

January 2023 - April 2023

Recruited to coordinate Howard University Springfest talent show and manage production with Youtube Black production team.