

SAVANNAH DAVENPORT

NASHVILLE, TN | 615-719-2680 | davenport.savannah1@gmail.com | [LinkedIn](#)

PROFESSIONAL PROFILE

Driven and highly adaptable professional with experience in communications and marketing across diverse industries. Skilled in working within fast-paced environments while leveraging strong oral and written communication to build collaborative relationships and ensure client satisfaction. My goal is to transition my client management and relationship-building expertise from a financial role to a communications and/or marketing function, where I can contribute to creating more engaging customer experiences.

SKILLS & LICENSES

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|---------------------|----------------------|----------------------|
| • Social Media | • Detail Oriented | • Google Software |
| • Critical Thinking | • Time Management | • Canva |
| • Teamwork | • Leadership | • Series 7 Certified |
| • Client Management | • Microsoft Software | • SIE Certified |

PROFESSIONAL EXPERIENCE

SOCIAL MEDIA & MARKETING INTERN

Taillight TV | Nashville, TN | September – December 2024

- Cultivated ideas for brand partnerships and created Instagram posts and reels using Canva.
- Assisted production on the set of music videos, live broadcasts, and shows.
- Collaborated with the marketing team on the monthly newsletter.
- Captured behind-the-scenes pictures and videos for social media.
- Provided support for the production and marketing teams on current projects.

TRADING ASSOCIATE

Wedbush Securities | Nashville, TN | 2021-2023

- Managed all account activity across nine institutional clients for a sales trader.
- Responsible for daily trade reconciliation for the capital markets division.
- Utilized Excel to oversee monthly P&L sheets for monthly trade data.
- Generated all general and confidential correspondence with key clients and stakeholders.
- Increased client satisfaction and trust by providing effective communications support to resolve trade settling issues.
- Demonstrated strong attention to detail, analytical skills, and ability to work effectively under pressure in a fast-paced environment.
- Responsible for allocating trades and sending trade information to clients, capturing all information into software and spreadsheets.
- Collaborated with settlement teams to provide trade support for all capital markets (100+ clients)
- Updated customer accounts to ensure inventory accounts were balanced.

PLAN ADMINISTRATOR

Southern Benefit Administrators, Inc | Goodlettsville, TN | 2020-2021

- Managed day-to-day pension plan requirements for four Florida unions with 5,000+ active participants.
- Processed and reviewed all applications for retirement and death benefits.
- Calculated benefits owed to clients and scheduled necessary payments.
- Addressed questions, concerns, and complaints from beneficiaries while providing adequate information and client support to resolve any issues quickly.

ASSISTANT MANAGER/SOCIAL MEDIA MANAGER

Cyclebar | Hendersonville, TN | 2018- 2020

- Assisted in defining the brand's vision, goals, and positioning at company events.
- Served as Social Media Manager to promote company benefits and brand awareness by managing and producing digital media.
- Managed a team of eight; hired and trained staff; prepared weekly schedules.
- Created and distributed the monthly newsletter.
- Represented the company at the local Chamber of Commerce.
- Utilized creative and graphic design background to develop and maintain social media platforms.

EDUCATION

BACHELOR OF SCIENCE, Integrated Marketing Communications | University of Mississippi | Oxford, MS | 2013-2017

