

Antonio B. Gordon

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EDUCATION & RELEVANT COURSEWORK

Strayer University

Business Administration

Albany Technical College

Master of Cosmetology

Albany High School

High School Diploma

OBJECTIVE

Seeking a position that will employ management skills, strategic analysis, and innate ability to create long lasting relationships within a company that is dedicated to providing quality help. Also, the opportunity for continued training and the possibility of advancement is highly valued.

SUMMARY OF QUALIFICATIONS

Intuitive ability to lead, inspire and motivate team members to collectively achieve and exceed insurmountable results

Adaptable change leader, capable of working individually or as a vital contributor within a team-oriented environment

Proficient in Microsoft Office (Word, Excel, PowerPoint, SAP, Outlook and Access)

Proficient in data entry

Proficient in inventory control

Proficient in setting up and maintaining all types of manual and computer files

Proficient in processing Bills of Lading/shipping documents

Experienced in accurately reading, packing, crating, loading, securing product, and delivering to proper locations.

Able to lift up to 50 lbs

Able to stand and walk during the majority of work shift

EXPERIENCE

Tony Black Salons I & II - Albany, GA & Atlanta, GA

Owner / Operator

2015 - Present

Participates in daily client conferences, consultations, and meetings with 3rd parties.

Consults with other employees at both barbershops about growth and efficiency strategies .

Participated in community outreach and promoted the firm in Albany, Georgia.

Recruited top talent of all levels of Barbering and Stylists for Tony Black Salons in Albany, GA and Atlanta, GA.

Managed all job postings and approval workflows from my personal applicant tracking system.

Maintained all electronic records, manual records, and computer files.

Updated all software as required.

Optimized recruitment by exercising proactive recruitment strategies.

Developed and promoted “Tony Black Salon Brand”.

Ensured appropriate and effective Employee Relations at all levels.

Optimized onboarding procedures in-house for all new hires.

Developed and enriched working relationships between the company and outside recruiting contacts.
Regularly attended training seminars, trade shows, and hair conventions for new hair talent.
Successfully managed stock of all barber supplies, cleaning supplies, and clerical supplies.
Successfully resolved employee related disputes through proactive communication.
Handled understaffing, disputes and administering disciplinary procedures.
Responsible for overseeing and facilitating employee terminations and follow-up procedures.

1200 Management LLC - Albany, GA

2017 - Present

Owner/CEO

Strategically recruited top talent, including, but not limited to, On-Air Talent as well as music artists.
Partnered with radio stations, disc jockeys and club owners.
Attended Amateur nights, showcases and other like events to extend the label's reach.
Acquired artists to manage, develop, and execute their musical talents.
Successfully coordinated marketing strategies, promoting promo tours and tours as needed for each individual artist and group.
Performed budgeting and financial planning, along with managing all invoices, outgoing and incoming mail.
Successfully procured finances for artists to develop a single/EP and LPs.
Worked with the administrative team to have the finished product licensed, published, and available for retail sales.

1200 Records LLC - Albany, GA

2016 - Present

Owner/ CEO

Coordinated several album and single releases with various distributors including Apple, Spotify, Tidal, Amazon, and IHeart Music.
Successfully set up a music publishing company with BMI.
Developed promotional strategies to roll out new music and participated in performance preparation.
Worked with many members of various backgrounds to set up Soundexchange royalties, ASCAP artist royalties, and Soundscan Billboard tracking.
Participates in weekly think tanks with media personnel, marketing personnel, producers, artists, and executives to create innovative concepts.
Successfully coordinated the shipping, packing, and delivery of all artist merchandise and recording demos.

Heart and Soul Restaurant - Albany, GA

2016 - 2018

Owner / Manager

Solely recruited, hired and onboarded new employees for a contemporary eatery restaurant.
Provided human resource guidance for an employee base of 15+ employees.
Successfully conducted employee interviews.
Attended monthly career and job fairs for new chefs and hospitality associates.
Ensured all new hires were properly trained and provided all necessary tools for each employee to succeed.
Networked with the local community colleges and provided internships for students to obtain experience in the food and hospitality industry.
Coordinated work activities of subordinates and staff relating to employment, compensation, labor relations and employee relations.
Analyzed and modified compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.

COMMUNITY OUTREACH

Tony Black Salon Customer Appreciation Day

Albany, GA

Tony Black Salon Apprenticeship Program

Albany, GA