

Alphonso Carlton Jr.

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Detail-oriented program and production professional with experience managing events, coordinating logistics, and leading projects across creative, nonprofit, and corporate environments. Skilled in program development, grant administration, partner communication, audience engagement, and on-site event execution. Known for keeping projects organized, solving problems quickly, and building strong relationships with artists, community partners, vendors, and internal teams.

Skills & Expertise

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|-----------------------------------|----------------------------------|------------------------------------|
| ◆ Program & Event Management | ◆ Content Development & Curation | ◆ Grant Administration & Reporting |
| ◆ Production & On-Site Operations | ◆ Marketing Communications | ◆ Partner & Community Relations |
| ◆ Project & Timeline Management | ◆ Writing & Editing | ◆ Board & Committee Coordination |

Relevant Experience

Detroit Artists Market, Detroit, MI

Programs & Events Manager

February 2026 - Present

- ◆ Lead the end-to-end planning and execution of public programs, artist talks, workshops, receptions, community initiatives, and private events
- ◆ Manage project timelines, budgets, staffing, vendors, space requirements, and production logistics to ensure programs are delivered on schedule and within organizational guidelines
- ◆ Serve as the primary liaison for artists, facilitators, community partners, sponsors, vendors, and rental clients, aligning expectations and maintaining clear communication throughout each project
- ◆ Direct on-site event operations, including setup, staff and volunteer coordination, technical troubleshooting, audience experience, and post-event evaluation
- ◆ Develop audience-facing communications and promotional content for newsletters, social media, websites, event listings, and marketing materials
- ◆ Build and maintain partnerships with artists, schools, cultural organizations, and community groups to expand programming, outreach, and audience engagement

Carhartt, Inc., Detroit, MI

Consumer Experience Leader

October 2023 - February 2026

- ◆ Lead daily operations on the sales floor, coordinating staff coverage, task assignments, and visual standards
- ◆ Collaborate with internal partners to implement product strategies and visual merchandising initiatives
- ◆ Supervise and support team members to maintain service standards during high-volume periods
- ◆ Monitor inventory and sales performance, adjusting priorities to meet operational goals
- ◆ Communicate observations and recommendations to upper leadership to support continuous improvement
- ◆ Served as a liaison between corporate partners, internal teams, and customers, supporting large brand meetings and ensuring a high standard of customer experience throughout

Detroit Public Schools Foundation, Detroit, MI

Grants Accounting Specialist

July 2022 - August 2023

- ◆ Managed multiple grant-funded projects simultaneously, ensuring budgets, timelines, and reporting requirements were consistently met
- ◆ Oversaw grant expenditures by reviewing invoices, approving payments, and monitoring alignment with approved budgets
- ◆ Served as a primary liaison between internal teams, vendors, and funding partners to support clear communication and timely coordination
- ◆ Prepared and maintained financial documentation and reports to support program evaluation and funder requirements
- ◆ Maintained accurate, organized records to ensure grant information was accessible for audits and reporting deadlines

Producer - "Detroit Jo Podcast" | Independent Broadcast Podcast Series -

June 2022 - Present

<https://detroit-jo.simplecast.com/>

- ◆ Manage end-to-end production for a recurring podcast series, including scheduling, guest coordination, recording logistics, and episode delivery
- ◆ Coordinate guest outreach, booking, and preparation, ensuring clear communication around timelines, topics, and recording expectations
- ◆ Lead recording setup and audio production, troubleshoot technical issues, and maintain a smooth experience for hosts and guests
- ◆ Support content development through topic research, interview preparation, script editing, and episode planning
- ◆ Edit, publish, and distribute episodes across major podcast platforms while maintaining organized production files, show notes, and content archives

Additional Experience

Rock Family of Companies, Detroit, MI
Account Resolution Specialist

June 2017 – January 2022

- ◆ Managed high-volume client communications, analyzed accounts to resolve payment concerns, and maintained accurate records while meeting time-sensitive performance goals.
- ◆ Maintained accurate documentation and completed time-sensitive workflows while consistently meeting performance and service standards

Co-Producer/ On Air Talent - *"Avenue & Friends" Episodes 1-50 | Raw Radio X, Radio Show/Podcast Series*
<https://soundcloud.com/the-avenue-show>

April 2014-May 2015

- ◆ Coordinated guest outreach, content development, production logistics, and post-production workflows for a weekly radio and podcast series.

Henry Ford Health System, Detroit, MI
Client Service Representative

November 2015 - November 2016

- ◆ Verified insurance coverage, scheduled appointments across multiple locations, and helped patients navigate services through responsive, solutions-focused support.

ZipCar
Brand Ambassador

April 2014 - June 2015

- ◆ Promoted brand awareness through community events, product demonstrations, customer engagement, and lead generation throughout the Detroit area.

STEM.org
Social Media Strategist

- ◆ Managed social media and website content, maintained editorial calendars, supported youth programming, and provided STEM instruction to more than 150 students.
- ◆ Oversaw content calendars, created blog posts, and implemented best practices to increase engagement.

Education

Specs Howard School of Media Arts | Southfield, MI

September 2011 - June 2012

Rochester College | Rochester Hills, MI

June 2012 - June 2014

Wayne State University | Detroit, MI

August 2008 - January 2010

Technical Skills

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| ◆ Microsoft Office Suite | ◆ Canva | ◆ Audacity |
| ◆ Google Workspace | ◆ Adobe Creative Cloud | ◆ OBS Studio |
| ◆ QuickBooks | ◆ WordPress/Beaver Builder | ◆ iMovie/GarageBand |
| ◆ Salesforce | ◆ Constant Contact | ◆ Pro Tools |
| ◆ Black Knight | ◆ Mailchimp | ◆ Microsoft Teams/Slack/Zoom |

Additional Capabilities: Podcast production, social media management, data tracking, budget reporting