

Education

Winthrop University, Rock Hill, SC | Bachelor of Arts Degree in Musical Theatre Major with a Minor in Music
Additional course concentration: Film Production and Editing | Expected graduation date May 2019 | GPA 3.54/4.0

Work Experience

Financial Aid Office Administrative Assistant, Winthrop University | May 2018-Current

- Customer Service – Greet students, parents, University faculty
- Decision making – Determine if phone calls, emails, and office mail can be answered by office assistants or if they need to go through a Financial Aid counselor
- Critical thinking – Special projects assigned by Financial Aid directors (typically designed in Microsoft Office applications)

Recreational Front Desk Assistant, Providence Church | May-Aug 2017

- Provided customer service
- Answered incoming calls and attended to guests' needs
- Organized and managed recreational equipment and sports team schedules

Summer Camps Co-Teacher (Music), Providence Church | May-August 2017, June-July 2015

- Supervised and taught music lessons, craft techniques and cooking skills to elementary age campers

Child Development Center Preschool Music Instructor, Providence Church | July 2017

- Developed music lesson plans for preschool aged children attending summer camps
- Taught preschool age children music and movement

Music Assistant, CreativeKids | June-Aug 2013

- Supported and assisted the music director with teaching vocal skills to elementary and middle school age students
- Assisted with musical numbers for all performances

Camp Advisor, Stageworks | June-July 2013

- Supervised and taught dance, music and acting to over 30 elementary age students
 - Assisted with rehearsals and theatre productions
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Related Skills and Experience

Teaching Assistant, Film Production
Proficient in Microsoft Office
Proficient in Apple Final Cut Pro
Knowledgeable in Adobe Creative Suite

Achievements and Leadership

Sigma Alpha Iota Recording Secretary
Kennedy Center Irene Ryan 2-Time Nominee
Winthrop University Global Ambassador Scholar
Final Cut Pro Apple Certification
Blumey Award for Best Actress in a High School Musical Production
North Carolina Governor's School Nominee

Community Outreach and Service

ROCK HILL, SC

Westminster Towers (independent/assisted living facility)

- Choral performances, visitation with residents
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NEW YORK CITY

Brooklyn C.L.U.E. Camp (Children Living the Urban Experience) – Crown Heights Neighborhood

- Organized and taught cultural art, music and dance programs

God's Love

(meal preparation/delivery organization)

- Prepared and packaged meals for specific dietary needs
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BALD HEAD ISLAND, NC

Bald Head Island Conservancy

- Beach maintenance and trash cleanup
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WILMINGTON, NC

Good Shepherd Center

(homeless shelter and meal service organization)

- Prepared and served meals

Habitat for Humanity ReStore

- Organization of donated goods and cleanup
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WASHINGTON DC

Capital Area Food Bank, Food & Friends, Thrive DC (meal preparation and delivery organizations)

- Prepared and packaged specialized meals
- Served breakfast
- Cleaned distribution areas

Central Union Mission

(homeless shelter and rehabilitation program)

- Provided daily activities for senior citizens in the day program
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References provided upon request.