

MELISSA SOMEONE

999 Street Name, City Name, VA 22601
(999) 999-9999 emailaddress@su.edu

OBJECTIVE

To gain employment as the marketing intern at the Chicago Symphony Orchestra

EDUCATION

Bachelor of Music in Music Education Anticipated Graduation: May 2015
Emphasis in Instrumental Education Cumulative GPA: 3.66
Shenandoah Conservatory of Shenandoah University, Winchester, VA

RELEVANT COURSEWORK

Media Ethics Arts Marketing and Audience Engagement
Reading and Literacy in Music Instrumental Music Methods/Materials I/II

RELEVANT EXPERIENCE

Sales Associate/Usher January 2014 – Present
Shenandoah Conservatory Box Office, Winchester, VA

- Process sales transactions via phone and in person using Vendini software
- Provide customer assistance regarding seating inquiries
- Usher concerts and theatre productions

Ticket Services Intern May – August 2014
Wolf Trap Foundation for the Performing Arts, Vienna, VA

- Processed transactions via phone and in person using ProVenue software
- Wrote and published weekly Advanced Sales Reports and Closing Statements for Children's Theatre in the Woods
- Served as a Box Office Supervisor

WORK EXPERIENCE

Teacher January 2013 – Present
Private Trumpet Lessons, Winchester, VA

- Educate and develop student's technique on the fundamentals of the trumpet
- Prepare repertoire selection to fit student's abilities
- Partner with parents to foster student's interest and growth

Student Assistant August 2011 – May 2012
Shenandoah Conservatory Music Education Lab, Winchester, VA

- Maintained organization of library materials such as textbooks, scores, method books and instruments
- Recorded student usage of materials and administer return dates
- Aided professor with administrative needs

VOLUNTEER EXPERIENCE

Nokesville Horse Society, Haymarket, VA January 2011 – August 2013