**Jeila Irdmusa**

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Cambridge, MA 02138 JeilaRenay@yahoo.com

***Education:***

The Boston Conservatory, Boston, MA **May 2013**

Bachelor of Music, Vocal Performance, Magna cum laude

***Experience:***

**Celia Slattery, Somerville, MA September 2013- Current**

**Studio Administration, Booking and Marketing Assistant \*Part-time**

* Manage and send out lesson schedule for voice studio using Google Calendar
* Update email lists and use Constant Contact and WordPress to send out newsletters and press information
* Film and edit promotional videos, update website
* Create content for and manage Facebook Page and Twitter page
* Put up flyers, make booking calls, organize office and studio

**Deborah Henson-Conant, Arlington, MA September 2013- May 2014**

**Artist Liaison and Online Course Administrator**

* Wrote Press Releases, blogs, and weekly newsletter
* Managed Facebook page, Pinterest, Twitter, LinkedIn, Instagram, and Youtube
* Edit and rewrote online course material and communicated with students

**The Boston Conservatory, Boston, MA September 2010-May 2013**

**Assistant to Music Director and Chorale Conductor (August 2012-May 2013)**

* Kept attendance records for each rehearsal through Google Docs
* Acted as liaison between students and director.
* Sent out emails to choir with announcements
* Photocopied, scanned, typed notes, kept record of scheduling, attained scores for director

**Recreation Director and Extension Programs Assistant (May 2012-September 2012)**

* Acted as first contact with parents and students applying for summer programs
* Kept record of students’ application status using ActiveNet and ArtsApp
* Organized, planned and accompanied student groups to recreational events in the area

**Music Division Office Assistant & Photocopy Specialist (September 2011-December 2012)**

* Greeted and provided assistance to people entering office
* Sorted and delivered faculty mail
* Managed photocopier and used Excel and Word for various projects

**Concert Services Production Crew (September 2010-September 2012)**

* Set up and took down stage and audience set ups for concerts and recitals
* Provided assistance during off-campus performances
* Took direction, communicated with, and accommodated performers

**Daniel Buckley Photography, Boston, MA January 2010- January 2013**

**Lighting Assistant**

* Assisted photographer in creating best photograph possible
* Manipulated and managed lighting equipment
* Created a positive and personable atmosphere for client

**Shrine Mont MAD Camp & Shrine Mont Art Camp, Orkney Springs, VA Summer 2010, 2011**

**Camp Counselor**

* Resided with and served as primary contact with campers
* Planned, supervised and led various recreation activities, musical rehearsals, and art projects
* Maintained high energy and effective communication with all ages
* Assisted directors in scheduling, event set up, and crisis management

*Proficient in Microsoft Office, Word, PowerPoint, Excel, Constant Contact, WordPress, and Social Media platforms*