

EMMA EDWARDS

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ARTISTIC and ONLINE WORK RESUME

<https://edwards.vip/emma-artistic-resume>

<https://edwards.vip/emma-work-resume>

PROFESSIONAL SUMMARY

Dedicated Teaching Assistant focused on supporting faculty with classroom needs. Successful at maintaining clean and organized supplies, planning activities and leading field trips. Excellent tutor, record keeper and multitasker.

Talented Musician with expertise in multiple instruments and 15 years of experience. Selects music, coordinates practice and maintains equipment in good working order. Superb memorization and improvisational skills.

Community Service Volunteer with background working in service-based programs and nonprofits in Cerritos, CA. Physically fit and active with flexible schedule and desire to help. Highly energetic, friendly, and tireless in supporting others.

EDUCATION

Richard Gahr High School

2018-2022

Cerritos, CA

Graduated with High Honors

French Club Board Member

Elected Section Leader of the Marching Band Awarded

Seal of Biliteracy in French &

California Distinguished Scholar

Western Undergraduate Exchange Scholarship Recipient

Completed AP coursework in European History, U.S. History, English Language and Composition, English Literature and Composition, and Environmental Science.

PROFESSIONAL EXPERIENCE

Professional Musician

December 2021- August 2022

Pacific Crest Drum and Bugle Corps

- ◆ Conducted ensemble at rehearsals and during both live and recorded performances.
- ◆ Performed in 22 shows.
- ◆ Practiced 70+ hours per week to maintain and improve technical skills.
- ◆ Repaired instrument issues.
- ◆ Sight-read difficult music accurately and at tempo.
- ◆ Studied intensively with music and marching coaches to develop marching & performance skills.
- ◆ Performed as part of international tour with Drum Corps group across the U.S.

PROFESSIONAL EXPERIENCE (CONTINUED)

Musician

Gahr High School

2018-2022

- ◆ Scheduled rehearsals with other musicians and choirs.
- ◆ Sight-read difficult music accurately and at tempo.
- ◆ Practiced 25 hours per week to maintain and improve technical skills.
- ◆ Taught private French Horn lessons for new students.
- ◆ Used printed text and musical notations to memorize musical selections and routines.
- ◆ Positioned members within ensemble to obtain balance among instrumental and vocal sections.
- ◆ Gained experience and fluency in several instruments
- ◆ Selected appropriate pieces to meet performance needs and showcase skills.

Teacher's Assistant

Richard Gahr High School

August 2021–June 2022

- ◆ Kept classroom clean, neat, and properly sanitized for student health and classroom efficiency.
- ◆ Handed out classroom materials, like pencils, paper, and computers.
- ◆ Worked with lead teacher to monitor class schedule and take attendance.
- ◆ Reviewed lesson material with students individually or in small groups.
- ◆ Assessed student assignments to check quality and completeness before submission for grading.
- ◆ Helped teachers recognize learning issues evidenced in one-to-one support instruction.
- ◆ Recorded grades for coursework and tests in online reporting system.
Oversaw students in classroom & common areas to monitor, enforce rules & support lead teacher

Volunteer

City of Cerritos

June 2018–August 2019

- ◆ Assisted with special events and programs.
- ◆ Maintained clean, neat, and operational facilities to serve program needs.
- ◆ Exhibited excellent communications and customer service relations skills.
- ◆ Supported engaging, fun, and smooth-running events by helping with organization and planning. Gained knowledge and experience working with children in educational setting.
- ◆ Educated potential participants on available services and processes to engage in program.

Theatre Volunteer

Downey Theatre, City of Downey

June 2018–August 2022

- ◆ Assisted with special events and programs.
- ◆ Maintained clean, neat, and operational facilities to serve program needs.
- ◆ Used strong interpersonal communication skills to convey information to others.
- ◆ Supported engaging, fun, and smooth-running events by helping with organization & planning.
- ◆ Greeted visitors and answered questions about program, requirements, and opportunities.
- ◆ Freed full-time employees up for more critical work by completing clerical tasks and office work.
- ◆ Coordinated work of project dedicated to raise awareness of need, applying strong project and team leadership to enhance success.

PROFESSIONAL SKILLS

- ◆ Lesson Planning and Preparation
- ◆ Experience with Diverse Student Populations
- ◆ Coordinating with Teachers and Specialists
- ◆ Organizing and Distributing Materials
- ◆ Communicating with Parents and Teachers
- ◆ Collaborative and Team-Oriented
- ◆ Student Behavior and Progress Reporting
- ◆ Memorizing Lyrics
- ◆ Vocal Arrangements
- ◆ Live Music Performances
- ◆ Encouraging Participation and Inclusivity
- ◆ Working in Symphonic Orchestras
- ◆ Fluent in French