

MADELINE SMITH

CONTACT

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Kettering, OH 45429

EDUCATION

Sinclair Community College

*Dayton, OH, **GPA: 4.0***

Summa Cum Laude

Associate of Arts (A.A.) Music (2020)

University of Dayton

*Dayton, OH, **GPA: 4.0***

Summa Cum Laude

Bachelor of Arts (B.A.) Music (2022)

Extracurricular Activities

Ohio Collegiate Music Education
Association

National Honors Society

Miami Valley Symphony Orchestra

ADDITIONAL SKILLS

Microsoft Office Suite
Archive Management
Music Publishing
Music Engraving
Invoice Processing
Ordering
Stocking and Receiving
Point-of-Sale (POS) Systems
Client Relationships
Customer Support

REFERENCES

Available upon request.

SELECTED WORK EXPERIENCE

Private Lesson Instructor - Violin, Viola, Cello, Piano

Gem City Music Studio, Kettering OH / April

2025-present

- Developed lesson plans to accommodate students' learning styles, using knowledge of music pedagogy
- Used scheduling software to manage up to 14 students per week
- Answered inquiries to ensure that students and their families were up to date on changes in studio policy

Freelance Musician

Self-Employed, Dayton OH / Jan 2015-present

- Organized, scheduled, and directed rehearsals.
- Created and maintained a personal practice regimen to continue improving my skills.
- Communicated with clients to understand and satisfy their needs.

Operations Associate

The Lorenz Corporation, Dayton OH / Sept 2023-March 2024

- Ordered print jobs from vendors, using databases to analyze consumer trends.
- Created a variety of digital and physical products based on customer demand.
- Marketed products by publishing web pages and Youtube videos on our website.

Studio Coordinator

McCutcheon Music, Centerville OH / Jan-Sept 2023

- Greeted clients and answered their inquiries.
- Used productivity software and database management to schedule appointments.

Sales Associate

United Art and Education, Centerville OH / May 2020-Jan 2022

- Operated cash registers to process sales transactions and handle payments.
- Used knowledge of the company's products and services to recommend solutions.
- Promoted visual presentation standards by keeping the store replenished.