

CHELSEA MANNING

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EDUCATION

University of Colorado (May 2010)
BA in Creative Writing, *Magna cum laude*
BA in Music with an emphasis in Voice, *Magna cum laude*
Boulder, CO. 80310

University of Northern Colorado (May 2012)
MM in Music Education
Greeley, CO. 80631

WORK EXPERIENCE

Private voice and piano instructor (May 2008-present)

Job description: I am currently the owner of my own private music studio. I teach voice and piano lessons and have an independent contractor who teaches guitar and piano lessons. As the owner of the company, I am responsible for making sure the company runs smoothly. I manage all customer service, accounting, scheduling, studio maintenance and professional connections. I am also responsible for providing voice and piano lessons on a one-on-one basis. Each of my students has a unique set of skills and needs and I am responsible for making lesson plans for each of my students. At the moment, the studio has over 190 students taking lessons on a weekly basis.

Skills:

Marketing
Accounting
Customer service
Music pedagogy
Knowledge in child psychology
Attention to detail
Adaptability
Managing schedules

Proficiency in piano
Proficiency in voice
Highly Self-motivated
Excellent marketing skills
Excellent accounting skills
Attention to detail and schedules
Technologically savvy
Responsible and reliable

Adjunct Professor (July 2012-July 2014)

Job description:

As an adjunct professor at Colorado Technical University, I was responsible for 1-3 classes each semester. Courses taught included *Composition and Critical Thinking*, *World Literature*, *Introduction to Fine Arts*, *Creating Academic and Career Success*, *Music and Arts Appreciation*. I made lesson plans,

followed a syllabus, coordinated and acted with other professors, attended university faculty meetings and events, taught lectures and graded my students. I was also given the opportunity to be the faculty advisor for the CTU Fine Arts Club. I also revised the class description and syllabus on the national level for CTU's *Introduction to Fine Arts* online course.

Skills:

Lesson planning
Lecturing
Writing

Student evaluation
Interpersonal skills

Contact:

Colorado Technical University
Joumana Witt jwitt@coloradotech.edu

**Contemporary Music Director
(August 2011-September 2012)**

Job description:

As the contemporary music director, I was responsible to prepare the music for the contemporary service at First United Methodist Church. Each week, I was responsible for picking out the music for the contemporary service, consulting with the head pastor on the message for the week. I ran rehearsals with the contemporary music band, *New Psalm* once a week and directed and performed with them at the contemporary service. I was also responsible for obtaining and renewing music rights, preparing lyric slides, preparing the Christmas services, printing sheet music and rehearsing songs for each week's service. I was also in charge of the sound equipment and acted as the sound technician for the church.

Skills:

Sound technology
Proficiency in piano
Proficiency in voice

Attention to detail
Aesthetic song choice and logical song order
Live music performance experience

Contact:

First United Methodist Church
Wheat Ridge, CO.
Pastor Aaron Gray 303-422-3459

OTHER INTERESTS

I am also a fitness junkie. I am currently training for my first fitness competition and am training for it with heavy weightlifting, running, Crossfit, yoga and rock climbing.

I am also a huge bookworm and am currently reading several psychology books on how love affects us physiologically and psychologically. I am also currently studying the marketing techniques behind e-commerce.