

# Mike Jones

500 W. 8<sup>th</sup> Street  
Hays, KS 67601

(785) 555-5555  
email@mail.fhsu.edu

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## EDUCATION

**Bachelor of Arts in Music**, May 2016  
Fort Hays State University, Hays, KS  
GPA: 3.71 on a 4.0 scale

## RELEVANT EXPERIENCE

**Music Consultant**, August 2014-Present  
Music Sparks, Hays, KS

- Provide music information to customers
- Process and track orders for customers on products
- Organize, copy, assemble, and distribute sheet music
- Conduct sales and take inventory

**Ticket Services Representative**, August 2012-May 2015  
FHSU Encore Series, Hays, KS

- Provided customer service at the box office window, helping patrons with ticket purchases, season subscriptions, and requests for artist and event details
- Processed ticket orders and requests on POS register

## INTERNSHIP EXPERIENCE

**Music Department Intern**, Summer 2015  
The Pitch, Kansas City, MO

- Communicated needed information about each concert or event as well as artist requirements and requests to others within the organization as directed
- Updated performance and artist records on POS register
- Created the 2015/2016 season calendar and program information booklet for musician and staff use
- Assisted with the creation, editing, execution, and tracking of artist contracts
- Worked as part of a team with guest artists and artist managers to arrange travel, accommodations, catering, engagement schedules, and payment
- Coordinated schedules for staff support of rehearsal and concert duty

**Intern to Executive Director**, Summer 2014  
Meeker Music Inc., Colorado Springs, CO

- Prepared for music education events (i.e. educational materials for participants, seating charts, etc.)
- All aspects of concert production and concert duty
- Wrote press releases, radio spots, and designed direct mail pieces
- Researched grant opportunities and wrote content for applications

## SKILLS

- Proficient in all Microsoft Office applications
- Familiar with Adobe PageMaker and Macintosh operating systems
- Excellent leadership, communication, and time management skills

## ADDITIONAL INFORMATION

Performed as a trumpet soloist in recitals and with University ensemble, Fall 2013-Present

# Ashli Jones

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## EDUCATION

**Bachelor of Arts in Music**, May 2017  
Fort Hays State University, Hays, KS  
GPA 3.8 on 4.0 Scale

**Associate of Arts in Music**, May 2015  
Garden City Community College, Garden City, KS

## MUSIC EXPERIENCE

### ACCOMPANIEST

- Accompany Church soloists and ensembles
- Accompany Vocal and Instrumental Solos at GCCC and FHSU
- Rehearsal Accompanist for FHSU Singers
- Pianist and Music Organizer for First Baptist Church in Hays, KS

### FLUTIST

- First Chair in FHSU Wind Ensemble
- Symphonic Winds
- Master class performance with The Cottonwood Project
- Performed a number of choral/flute pieces with GCCC choir and singers
- Flutist in GCCC performance of Joseph and the Technicolor Dreamcoat

### TEACHING EXPERIENCE

- Taught piano to students of varying ages
- Taught flute to students of varying ages
- Coached many FHSU and GCCC vocalists and instrumentalists in practice situations
- Helped with sectionals when instructors were absent

## WORK EXPERIENCE

**Book Associate**, August 2015-Present  
Hastings, Hays, KS  
Welcome customers, offer assistance and advise on purchase decisions  
Stock front of store and department  
Assist with cashier duties as needed

**Piano Lab/Technology Assistant**, August 2014-May 2015  
Garden City Community College, Garden City, KS

## HONORS AND ACTIVITIES

- Dean's Honor Roll
- High Honor Graduate from Garden City Community College
- Recipient of Presidential Scholarship from GCCC
- First Chair flutist in Fort Hays State University Wind Ensemble
- FHSU Marching Band/Pep Band
- Big Brothers Big Sisters

# Melissa Fox

## Current

PO Box 100  
Hays, KS 67601  
785-555-1234

[mrfox@scatcat.fhsu.edu](mailto:mrfox@scatcat.fhsu.edu)

## Permanent

500 10<sup>th</sup> St.  
Agra, KS 67621  
785-555-4321

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## Education

**Bachelor of Music in Music Education**, December 2015

Emphasis: **Voice and General Music**

Fort Hays State University, Hays, KS

Magna Cum Laude

## Professional Experience

**Substitute Teacher**, January 2016-Present

Hays, Ellis, and Victoria, KS

- Utilize classroom management techniques for students at various levels of learning
- Teach students age appropriate material as prepared by the instructor
- Gain knowledge and experience dealing with a variety of students and situations in the classroom

**Directed Teaching**, Fall 2015

South East Saline Junior High/High School, Gypsum, KS

- Designed and prepared lesson plans for High School, Freshman, and Junior High Choirs
- Piano accompanist for high school musical "Godspell"
- Conductor and assistant at The Renaissance Festival, Gypsum Fall Festival, and Winter Concert

Meadowlark Elementary, Salina, KS

- Instructor for general music classrooms K-5 and two music classes of students with Emotional Disorders
- Designed and taught a musical unit or Kansas Performance Assessment to 5<sup>th</sup> grade students including assessments and statistical information on their growth
- Conducted, rehearsed, and accompanied for 3<sup>rd</sup> and 4<sup>th</sup> grade Winter Concerts

**High Plains Children's Music Camp**, Summer 2015

Fort Hays State University, Hays, KS

- Organized classroom activities and lessons
- Served as instructor
- Designed daily assessments and handouts

**Teacher Apprenticeship**, Spring 2015

Kennedy Middle School, Hays, KS

- Observed and conducted sixth grade general music class and junior high choir
- Taught voice lessons to sixth, seventh, and eighth grade members of the Kennedy/Felten Singers in preparation for contest
- Developed an awareness of teaching situations and expectations

**Private Vocal Lessons**, Spring 2015

- Taught voice lessons to a male and female high school student
- Assigned appropriate literature and prepared vocal warm-ups for each lesson
- Demonstrated proper vocal techniques

**Early Field Experience**, Fall 2014

Unified School District 489, Hays, KS; Unified School District 432, Victoria, KS

- Observed music teachers at Wilson Elementary, Lincoln Elementary, O’Laughlin Elementary, and Victoria Elementary Schools
- Observed choir director at Hays Middle School and Victoria High School
- Observed band directors at Hays Middle School
- Observed Chamber Singers and All Girls Chorale ensemble at Hays High School

## Related Experience

**Member of FHSU Percussion Ensemble**, Fall 2014 – Spring 2015

- Performed on various instruments for performance at the Kansas Music Educators National Conference
- Performer at FHSU Band Day

**Rap N’ Rhythm Camp**, July 2014

Camp Lakeside, Agra, KS

- Camp Counselor for fifth and sixth grade girls
- Designed choreography for dances
- Vocal coach for solo singers

**Vacation Bible School Music Leader**, June 2014

Trinity Lutheran Church, Hays, KS

- Led opening and closing activities, songs, dances, and skits

**Choir Director**, Spring 2014

United Methodist Church, Hays, KS

- Conducted, ran rehearsals, chose literature, and prepared choir to sing on a weekly basis

**Performer**, January 2014

- Ravel’s “The Bewitched Child,” role of the bat and numbers
- Mozart’s “The Marriage of Figaro,” role of Susanna

**Member of the Fort Hays Singers**, August 2013-May 2014

Fort Hays State University, Hays, KS

## Honors and Activities

**Mortar Board; Dean’s Honor Roll; Sigma Alpha Iota Music Fraternity**, Served as President, Vice President of Ritual, Programs Coordinator, and Corresponding Secretary; **Collegiate Music Educators National Conference**, Served as Treasurer; **American Choral Directors Association**, Attended Kansas ACDA Conference in Topeka, KS; **National Society of Collegiate Scholars**, Community Service Assistant; **Tiger Call**, Participated in fundraising to help raise scholarship money for FHSU; **Student Orientation Advisor**, Enrolled incoming FHSU students

# Lisa Smith

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## Education

**Master of Liberal Studies**, May 2017  
Concentration: **Music**  
**Bachelor of Music in Music Education**, May 2015  
Fort Hays State University, Hays, KS  
GPA: 3.47 on 4.0 scale

## Related Experience

**Graduate Assistantship**, August 2015 - Present  
Fort Hays State University, Hays, KS

- Develop and maintain a system for instrument inventory and checkout
- Organize and rehearse brass, woodwind, and percussion sectionals
- Conduct and rehearse the concert band and wind ensemble
- Write programs and program notes for three concert programs
- Manage the Wind and Percussion Blackboard website

**Practicum Experience**, Fall 2016  
Russell High School, Russell, KS

- Planned, taught, and assessed lessons ranging from 5<sup>th</sup> to 12<sup>th</sup> grade
- Developed, led, and assessed daily routine activities for all levels
- Facilitated work with students in sectionals to master higher level, performance skills
- Developed and led several lessons with an upper level deaf/hearing impaired class

**Private Flute Instructor**, August 2015 - August 2016  
Hays, KS

- Taught flute to children ages 11-18
- Coached sectionals with numerous regional junior high, high school, and honor group ensembles

**Marching Instructor/Brass Coach**, Summer 2015  
High Plains Music Camp, Hays, KS

- Instructed students on marching fundamentals
- Taught two movements of drill to students and assisted in refining for end of camp performance
- Taught brass students musical fundamentals necessary for marching and assisted in polishing music for end of camp performance

**Assistant to the Director of Bands**, August 2014 – May 2015  
Fort Hays State University, Hays, KS

- Assisted with logistics of two performing ensembles and resolved related issues
- Organized and maintained winds and percussion music library
- Prepared music and folders for six concert programs per year
- Compiled and wrote program notes for six concert programs per year

**Student Teaching**, Spring 2015

Hays High School, Hays, KS

- Selected, rehearsed, and performed appropriate repertoire for two concert ensembles
- Rehearsed, directed, and instructed one large jazz ensemble. One composition taught without sheet music with an emphasis on music theory, improvisation, and ear training
- Managed students on several out of town trips, including one overnight trip
- Assisted in the organization and direction of the pep band at sporting events

**Honors/Awards**

FHSU Department of Music Undergraduate scholarship

National Association for Music Education

Sigma Alpha Iota

**References**

Available upon request