

Alex Sternburg

EDUCATION

Berklee College of Music – Expected graduation in 2022

Bachelor of Music: Music Business/Management

EXPERIENCE

Operations Associate at Guitar Center

Boston, MA (02/2021-)

- Tasks related to inventory control
- Shipping and receiving of gear and other items
- Cash handling
- Cycle counting of inventory (preparation and execution)
- Shrink awareness and control

Wayside Recreation Association, Inc - Certified Head Lifeguard

Westborough, MA (04/2018 - 07/2019)

- The first point of contact for all of our lifeguards
- Created and updated the working schedule for all of our lifeguards
- Consistently complied with pool regulations and policies while encouraging staff to adhere to guidelines.
- Kept watch over swimmers to ensure fast response when distress situations arose.
- Routinely completed safety update training and ensured all patrons followed safety rules.
- Cleaned and organized the pool area after each day and tested the water every two hours to ensure a safe swimming experience.

Congregation B'nai Shalom - Teaching Assistant

Westborough, MA (08/2014 - 04/2018)

- Developed and implemented interesting and interactive learning media to increase student understanding of course materials.
- Tracked class attendance and student progress.
- Kept the youth safe and secure at facilities and in public.
- Led groups of youth in discovery exercises
- I offered personalized support to individuals in need of extra assistance.
- Observed and documented behaviors and actions.

Mercury Media - Marketing Intern Framingham, MA (05/2017 - 08/2017)

- Data input of commercial television airings
- Communicated with television networks on quarterly rates
- Assisted with client reporting

CONTACT

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SKILLS

- Drummer/Percussionist
- Microsoft office proficient
- Google applications proficient
- Proficient in Finale
- Schedule management
- Office administration
- Public Speaking
- Strong communication skills
- Strong Writing Skills
- Music Theory

ACTIVITIES AND HONORS

- President of the Law and Management Club (2021-2022)
- Member of the Recording Artists Project through Berklee Law and Management Club and Harvard Law School (2020-2022)
- Berklee admissions student ambassador (2019-2020)
- District Orchestral Percussionist with an All-State recommendation (2017-2018)
- Member of Student council
- Member of National Honors society
- Member of Music Honors society
- Membership and Communications Vice President of a youth group
- Berklee World Tour Scholarship Recipient
- Passion for the Arts Scholarship Recipient