Chloe

Schnell

BACHELOR OF MUSIC

Classical Performance Flute

Dip ABRSM

PHONE: 0406 214 445

EMAIL:[chloe.schnell@xtra.co.nz](mailto:chloe.schnell@xtra.co.nz)

7/42 EVERETT ST

BRUNSWICK WEST

VICTORIA 3055

AUSTRALIA

AGE: 23

**PERSONAL STATEMENT**

I am well presented, positive, honest, hardworking, confident and outgoing. I would be an excellent asset to any business as I have initiative, am efficient, enthusiastic and a confident self starter.

**OBJECTIVE**

As a Musician I have decided to pursue a career in music as a performer and teacher which requires part time employment to support my endeavours. Ideally I would like a part time administrative role in the Arts, merging my passions and areas of expertise.

**EDUCATION/QUALIFICATIONS**

**Institution:** Victoria University of Wellington

**Qualification:** Bachelor of Music in Classical Performance Flute

**Date:** 2007 – 2010

**Institution:** Royal School of Music

**Qualification:** ABRSM

**Date:** 2007

**Institution:** Rotorua Girls High School

**Qualification:** NCEA Levels 1 & 2

**Date:** 2003 – 2006

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**RECENT EMPLOYMENT HISTORY**

**Employer:** APN Outdoor (Melbourne)

**Position:** Sales Coordinator

**Dates:** Aug 2011 – Sep 2012

**Responsibilities:** Providing sales support to two Account Managers and one General Sales Manager, managing smaller campaigns/clients & relationships, assisting to achieve sales targets, using Photoshop to create mock advertisements, conducting market research, compiling post analysis reports of campaigns, providing competitive information, general office duties, general administrative tasks using Microsoft Power Point and Excel extensively.

**Employer:** Wellington Psychological Services, Department of Corrections (Wellington)

**Position:** Administration Officer

**Dates:** Mar 2010 – Jun 2011

**Responsibilities:** Providing administrative support to the Executive Officer, managing a comprehensive filing system, run in-house computer system, manage referrals and psychologist bookings, maintain accuracy of recordings and reports, general office duties.

**Employer:** Self Employed (Wellington)

**Position:** Private Flute Tutor

**Dates:** Jan 2009 – Jun 2011

**Responsibilities:** Supporting and developing 15 student’s skills in preparation for their exams, one student completing ATCL 2010.

**Employer:** Wellington Music Centre (Wellington)

**Position:** Flute Teacher

**Dates:** Jan 2010 – Dec 2010

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**Responsibilities:** Supporting and developing 12 student’s skills, organising end of year Christmas concert.

**Employer:** GBL Personnel (Wellington)

**Position:** Temp

**Dates:** Oct 2009 – Mar 2010

**Responsibilities:** Providing quality administrative assistance in the following businesses: Department of Building and Housing, Ministry of Education, Department of Internal Affairs.

**Employer:** Sacred Heart Girls College

**Position:** Itinerant Flute Teacher

**Dates:** Jul 2008 – Jul 2009

**Responsibilities:** Supporting and developing six student’s skills, organising end of year Christmas concert.

**MUSICAL ACHEIVEMENTS**

* 2011 – 2012 Member of Winter Moon; Blues Rock Band
* 2012 Member of White Light; Experimental Rock Band
* 2012 Flute and Back-up Vocals for Sean Kirkwood at Shadows of Envy
* 2012 Flute for The Messengers EP Launch at The Toff
* 2010 Awarded Bachelor of Music Classical Performance Flute
* 2010 Nominated for NZ National Young Performer of the Year
* 2010 Principal Flute Wellington Youth Orchestra
* 2009 Member of National Youth Orchestra
* 2007 Awarded Dip ABRSM
* 2003 – 2006 Principal Flute Rotorua Symphonic Band
* 2005 Winner of NZ Elections song writing competition

**REFEREES UPON REQUEST**