## Education

**Master of Music 2011**

Michigan State University East Lansing, Michigan

**Bachelor of Arts, Politics 2006**

Oberlin College Oberlin, Ohio

**Bachelor of Music, Clarinet Performance 2006**

Oberlin Conservatory of Music Oberlin, Ohio

**Work Experience**

**Clarinet Teaching Assistant 2009- 2011**

Michigan State University East Lansing, Michigan

* Teach undergraduate clarinet majors, coach chamber music groups, assist with studio class.
* Assist with syllabus development, maintain studio calendar, assist with recruitment efforts.

**Compliance Associate 2006- 2009**

Intrepid Capital Management, Inc. New York, New York

* Assisted General Counsel in all legal aspects of company.
* Drafted and negotiated numerous agreements and contracts.
* Responsible for day-to-day oversight of compliance policy including: personal trading, trade allocation, soft dollar usage, insider trading, proxy voting, etc. Updated compliance manual.
* Research and drafted internal memoranda and made recommendations on various legal issues.
* Prepared and filed Section 13 Filings with the SEC
* Developed Form SH process and filed Form SH. Filed Class Action Claims.
* Updated offering documents as needed, reviewed offering documents for incoming investors.
* Developed internal compliance processes for research services such as Gerson Lehrman.
* Opened trading accounts with brokers and maintained files.
* Compliance customer service liason

**Conservatory Library Circulation Assistant Supervisor 2002-2006**

Oberlin College Conservatory of Music Oberlin, Ohio

* Assisted patrons in checking out and retrieving library volumes
* Supervised junior assistants.
* Open and Closed library facilities.
* Shelved and organized stacks

**Conservatory Library Reference Assistant 2001-2006**Oberlin College Conservatory of Music Oberlin, Ohio

* Assisted patrons both locally and globally with library questions ranging from basic orientation to extensive research assistance.
* Updated Folk Song Index

### Internships and Volunteer Activities

**Oberlin Music Coalition President and Concert Producer 2002-2006**

Oberlin College Oberlin, Ohio

* Organized and produced 2004 annual children’s full orchestra concert.
* Produced fifteen chamber music workshops for local schools and centers.

**Conservatory Library Summer Reference Intern Summer 2005**

Oberlin College Conservatory of Music Oberlin, Ohio

* Assisted visiting patrons with library questions ranging from basic orientation to extensive research.
* Developed, wrote and implemented three library projects for first-year students.

**Lubbock Symphony Orchestra Intern January 2002**

Lubbock Symphony Orchestra Lubbock, Texas

* Developed and presented outreach music workshops in local schools in preparation for full orchestra concerts