

# Caroline Glazer

carolineroseglazer@gmail.com • +1 (650) 400-9642 • carolineglazer.com

## WORK EXPERIENCE

### Stanford Jazz Workshop | San Francisco, CA

Program Associate/Marketing Assistant

Aug 2018 – Present

- Work with marketing director to design print and online materials (e.g. Annual Report, festival collateral, development materials, online videos), process incoming program registrations and act as primary liaison between students/parents and faculty/staff, use basic Python and Javascript to track and visualize student enrollment data, manage all volunteer communications and train the Front of House Manager, assist with hiring seasonal employees.

Program Coordinator

Mar 2018 – Aug 2018

- Managed incoming calls and emails from students and parents inquiring about educational programs and jazz festival, tracked outstanding payments and contacted participants as necessary, processed and assessed registration and placement evaluation materials, assisted in communications with volunteers.

Program Coordinator Assistant

Jul – Aug 2017

- Directed teams of 3-7 volunteer interns during four weeks of jazz camps on Stanford campus, served as liaison between music faculty and the main office and tech crew, acted as a teaching assistant in masterclasses and combo classes.

### Carleton College | Northfield, MN

Teaching Assistant, Music Theory Sequence and Intro Theory of Syntax

Sep 2016 – Jun 2017

- Worked with 15 students one-on-one on ear training and other aural skills, ran aural skills labs, graded homework assignments, sat in on classes, ran study sessions, and held weekly office hours.

### PanLex | Berkeley, CA

Programmer and Source Analysis Intern

Jun – Aug 2016

- Wrote Python scripts to reformat and conform dictionary sources to the PanLex standard, input new sources into the PanLex lexical database, wrote a Python wrapper for the PanLex API.

### Woody Guthrie Center | Tulsa, OK

Curatorial Intern

Jun – Aug 2015

- Assisted the head archivist at the Woody Guthrie Center: cataloged the new Phil Ochs Archives acquisition, selected and prepared materials for Folk Revival exhibit, created searchable database for the new Phil Ochs Papers.

## SKILLS

**Programming Languages:** Python, HTML, CSS, JavaScript,  $\LaTeX$ , Git

**Technologies:** Adobe Photoshop, InDesign, Illustrator, and Premiere; WordPress; Microsoft Office; Google Apps; Linux, Windows, and Mac operating systems; GitHub; ESRI ArcMap and ArcGIS Online

**Languages:** Spanish (conversational fluency, reading, writing)

**Certifications:** Wilderness First Aid

## EDUCATION

**Carleton College**, Northfield, Minnesota

B.A. in Music, B.A. in Linguistics

2013 – 2017

- Cumulative GPA: 3.6 / 4.0
- Earned "Distinction" for Undergraduate Music Thesis
- Recipient of Exemplary Writing Portfolio award

## OTHER EXPERIENCE

**California Explorer Search and Rescue (Cal-ESAR)**, Volunteer

May 2018 – Present

- Cal-ESAR responds to searches and other emergencies throughout Northern California from the Fresno area to the Oregon border and east to Nevada. Cal-ESAR is a resource of the Governor's Office of Emergency Service. I am trained in cross-country navigation, technical rope skills, radio operation, first aid, and backcountry survival.

**Ultrarunning**

Mar 2018 – Present

- Train for and run races on trails for distances of 50k-100k.