**Monica C Rizzo**

3007 N. Francisco Avenue ● Chicago, Illinois 60618 ● Phone: 773.621.5383 ● Email: [monrizz1990@gmail.com](mailto:monrizz1990@gmail.com)

Dependable and accomplished professional with extensive experience in delivering instruction, evaluating performance, developing procedural strategies, implementing plans, and managing multiple projects simultaneously. Excellent problem solving and interpersonal skills. Proven ability to adapt and flourish in high-pressure and fast-paced environments.

**TECHNICAL SKILLS**: Microsoft Office (Word, PowerPoint, Outlook, learning Excel), Google Suite

**Education**

**VanderCook College of Music, 2008-2012**

B.M.Ed. in Music Education, clarinet focus

Graduation Date: May 5th, 2012, *summa cum laude*

GPA: 3.84/4

**Professional Experience**

**Band, General Music, Beginning Guitar Teacher, 2012-2021**

*Marine Leadership Academy, Chicago, IL. Department Chair: Sara Zoldan*

-Maintained professional communication with administrators, faculty, staff, and students. Supervised and instructed 130 students, addressing individual needs and learning styles. Developed and administered performance standard projects and assessments. Participated in several workshops and conferences for staff development. Developed original and standards based curriculum for beginning band, intermediate band, beginning guitar, and general music classes. Taught an intellectually and musically diverse cohort of students in multiple instrumental music disciplines.

**Pet Sitter/Walker, 2019-2020**

*Cruisin’ Canines, Chicago IL*

Provided in home daytime and evening animal care including: dog walks; fed meals; gave treats; refilled water bowls; cleaned litter boxes and other messes; play and cuddle time; recorded date, time and description of services provided after each visit. Provided house sitting duties which included: collected mail, newspaper and packages; watered plants; put garbage/recycling bins out on designated days

**Private Lessons Instructor, 2011-Present**

Private lessons in clarinet, saxophone, flute, and vocal studies to students aged 11-18.

**Store Cashier, Secretary’s Assistant, 2010**

*VanderCook College of Music, Chicago, IL*

Organize and manage stock of school store merchandise. Serve as cashier and stock clerk. Assist College Secretary in daily duties

**Kitchen Assistant, Dish Washer, 2009-2011**

*Ridgeland Nursing Center, Chicago Ridge, IL*

Assist head cook in lunch and dinner preparing and serving duties. Clean, maintain kitchen equipment and work areas. Dish washer, cart preparer

**Medical Office Assistant, 2007-2008**

*Southwest Urology Associates, Evergreen Park, IL*

Basic data entry and office organization. Basic office equipment usage: copier, fax, multi-line phone systems. Proficient in Microsoft Office Suite.