

EDUCATION

- 01/2018 – **Bachelor of Music: Jazz Composition, Cum Laude**
05/2022 Berklee College of Music, Boston, MA
- 09/2016 – **Business Administration Major – No Degree Obtained**
12/2017 Shepherd University, Shepherdstown, WV

PROFESSIONAL WORK EXPERIENCE

- 10/2023 **Composer**
Pacific Chamber Orchestra
- Composed original music for chamber orchestra
 - Co-ordinated with conductor for performance notes
- 01/2022 – **Operations Manager**
08/2023 CVS #471, Boston, MA
- Received shipments (DSD)
 - Maintained backstock including keeping track of BOH (balance on hand), organization, and pulling items into the sales floor
 - Assisted with pest control with tasks including laying traps, cleaning, and tracking the movement of pests in-store
 - Managed paperwork (CFR (customer focused replenishment), IAR (inventory action report), CAR (cashier analysis report), and cash management) to keep track of the movement of product from back and front store, keeping track of the cost of DSD (direct store delivery), and keeping track of the daily deposit and impress
 - Training new or promoted personnel
 - Managing the schedule of the store
 - Managing payroll
 - Worked with 3rd party companies to ensure the store was kept to company standard
 - Assisting in AP (asset protection) tasks including installation of security equipment
- 01/2018 – **Shift Supervisor**
12/2021 CVS #2070, Boston, MA
- Supervise the store's crew through assigning, directing and following up of all activities
 - Delegate tasks to appropriate crew members to optimize workflow
 - Maintained store status
 - Handle all customer relations issues in accordance with company policy
 - Maintain customer/patient confidentiality
- 01/2012 – **Retail Store Associate**
12/2017 CVS #1442, Hagerstown, MD
- Providing differentiated customer service by anticipating customer needs, demonstrating compassion and care in all interactions
 - Accurately perform cashier duties – handling cash, checks, and credit card transactions while following company policies and procedures
 - Maintaining sales floor by restocking shelves, checking in vendors, updating pricing information and completing inventory management tasks as directed by store manager

Awards, Honors, and Scholarships

- 10/2023 *Dream American Composers Workshop*
Pacific Chamber Orchestra