

Annastasia Psitos

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Personal Statement

Professional cellist currently studying Front End Web Development at the Turing School for Software and Design.

Skills

HTML, CSS, JavaScript

Projects

Professional Experience

Turing School for Software and Design, *Web Developer In Training*

Enerplus, *Accounts Payable Assistant*

Denver, CO 2012-2016

- Ensure smooth invoice processing within small, tightly-knit team
- Answer vendor inquiries regarding invoices and perform any necessary research
- Perform check run, transfer invoices into payment software, activate new vendors for payment, void checks when required, perform reconciliations as needed
- Experienced user: Quickbooks, Excalibur, OpenInvoice

Enerplus, *Receptionist*

Denver, CO 2010-2012

- Provided point-of-contact customer service for all visitors, managed phones for 100+ employees
- Managed meeting-room calendars and prep for internal and external executive meetings
- Assisted AP department with invoices and vendor research prior to promotion

QinetiQ North America, *Program Support Analyst*

Arlington, VA 2010

- Maintained meeting minutes for department meetings and provided
- follow-up action plans and Power Point presentations
- Closely monitored group schedule and coordinated and managed meetings
- Arranged travel for all group members

American Mental Health Counselors Association, *Marketing Assistant*

Alexandria, VA 2009-2010

- Represented organization at annual meeting
- Initiated and maintained correspondence with heads of all state chapters, collected annual state reports for submission to president
- Provided key administrative support at annual conference

Arts Development Experience

Wild Yarns, *Development Manager*

Denver, CO 2011-2012

- Wrote business plan, filed all legal documents with state and city
- Liaised and developed relationships with all suppliers
- Wrote Twitter and blog posts on topics such as products, education, and design

Vinca String Quartet, *Booking Manager*

Washington, DC 2008-2009

- Established initial venue contact for dozens of venues cross-country
- Negotiated fees and performance duties for tours of West Coast, New England, and Mid-West

- Kennedy Center for the Performing Arts, National Symphony Orchestra (Intern)** *Washington, DC 2008*
- Drafted press releases, proofread programs, updated the NSO website
 - Assisted NSO Gala Opening Ball, Anti-Defamation League Concert, and Kennedy Center Honors
- University of Colorado Concerts & College of Music, Marketing Assistant** *Boulder, CO 2007-2008*
- Responsible for all College of Music press releases, press contacts, and reference
 - Handled event management, web content, and marketing
- University of Colorado Performing Arts Library, Librarian Assistant** *Boulder, CO 2006-2008*
- Assisted patrons with research projects, compiling data
 - Prepared music for deaccessioning and removal from library
- University of Maryland Performing Arts Library, Librarian Assistant** *College Park, MD 2002-2004*
- Assisted patrons with research projects, compiling data
 - Prepared music for deaccessioning and removal from library

Education

- Turing School of Software and Design** *Current*
- University of Colorado, Boulder, College of Music** *December 2007*
 Master of Music, Cello Performance
 Performances Abroad: Opera, Theater, and Music Festival of Lucca, Italy; Symphony Orchestra Academy of the Pacific Festival, Vancouver, British Columbia
- University of Maryland, College Park, School of Music** *May 2004*
 Bachelor of Music, Cello Performance
 Semester in Cologne, Germany
 Extracurricular Activities: Chamber orchestra publicity director