

William Grundler
1653 E Jefferson Way #307, Simi Valley, CA 93065
805-746-9371 | wrgrundler@gmail.com

Hardworking, efficient and dedicated worker with extensive research experience and speed-reading abilities looking to apply acquired skill set to contribute to a productive and smooth-running office environment.

Work Experience

- | | |
|-----------------|--|
| 05/2018-10/2020 | The Greenspan Company - Encino, CA
Research Analyst <ul style="list-style-type: none">• Mastered numerous data-gathering applications• Quickly produced reports based on gathered data |
| 02/2018-05/2018 | 24 Hour Fitness - Oxnard, CA
Night Service Representative <ul style="list-style-type: none">• Provide Customer Service• Manage gym premises• Clerical work |
| 01/2017-Present | Grace Lutheran Church - Ventura, CA
Music Director and Choral Administrator <ul style="list-style-type: none">• Research and select choral pieces for weekly rehearsals and performances• Provide administrative support for the choral department |
| 09/2015-Present | Santa Clarita Master Chorale- Santa Clarita, CA
Soloist and Ringer |
| 11/2015-08/2017 | Young Musicians Foundation - Los Angeles, CA
Vocal Teaching Artist: Choir Instructor at Will Rogers Middle School, Hope Street Family Center, Carthay Environmental Studies Magnet School, and New Los Angeles Charter Middle School <ul style="list-style-type: none">• Organized musical programs and performances• Conducted multiple choirs• Researched and selected choral pieces |
| 06/2015-01/2017 | First United Methodist Church of Santa Monica - Santa Monica, CA
Tenor Section Leader |
| 12/2013-04/2015 | Northridge United Methodist Church - Northridge, CA
Tenor Section Leader |

02/2012-Present

JA Vocal Music/Sound Check Music - Northridge, CA

Private Instructor in Voice, Acting, Piano, Composition, and Theory

Educational Background

2011-2015 **California State University, Northridge** - Northridge, CA

Graduated Magna Cum Laude with Bachelor of Music in Vocal Performance, student of Dr. David Sannerud

2007-2011 Graduated from Foothill Technology High School

Skills and Accomplishments

- Proficient in Microsoft Word and Excel
- Speed-reader able to sort through large amounts of information quickly
- Extensive research background and experience
- Two-time recipient of the Steven M. William's Endowment and Outstanding Student: Northridge Singers Award, both commending a strong work ethic
- 5 semesters as Tenor Section Leader of CSUN's premiere choir, Northridge Singers
- Presented a research paper at the Society of Christian Philosophers 2017 Midwest Conference
- Performer with Pasadena Opera, Pacific Opera Project, Independent Opera Company, Center Stage Opera, Vineyard Touring Opera, Celestial Opera, Orange County Symphony, and FAVA Opera Salzburg
- Trained in English, Latin, Hebrew, Greek, Italian, French, German, Spanish, and Russian diction