

Allison Shea

Allison.shea@gmail.com | 309.555.5555

EDUCATION

Bachelors in Music Education (BME) with Language Arts Middle School Endorsement *Anticipated May 2018*
Wheaton College, Wheaton, IL

- GPA: 3.88/4.00
- Honors: National Merit Finalist; ILMEA All-State Percussionist (2 years)

EXPERIENCE

Teacher Assistant, *Wheaton College Community School of the Arts, Wheaton, IL* September 2016-Present

- Foster musical skills in 5-6 year old students utilizing Musikgarten training
- Facilitate middle school Suzuki improvisation class and chamber coaching for ten students

Office Assistant, *Wheaton College Conservatory, Wheaton, IL* September 2014-Present

- Oversee Conservatory instrument checkout and locker assignment
- Develop management skills and familiarity with inventory process

Counselor, *HoneyRock Outdoor Adventure Leadership Center, Three Lakes, WI* Summer 2016

- Created and implemented curriculum designed to foster leadership and team-building
- Led skill development workshops on sailing and safety on the water
- Encouraged twenty-five students in holistic growth

Teacher Aide, *Edison Middle School, Wheaton, IL* January-May 2015

- Led rehearsals for 6th grade concert band
- Facilitated and analyzed 6th-8th grade band and jazz band rehearsals to ensure maximum learning

Chaplain, *Wheaton College Symphonic Band, Wheaton, IL* August 2015-May 2016

- Prepared and led opening inspirational message for band cabinet meetings
- Recruited and prepared five guest speakers during the year to provide encouragement to entire band

Private Piano and Percussion Instructor, *Bloomington, IL* Summers 2014-2015

- Taught music theory, technique, and repertoire to three piano students and three percussion students, ages 6-12 for eight weeks
- Marketed services through print materials at local churches and through in-person communication

MUSIC BACKGROUND

Private Lessons

- Piano: Karin Edwards, D.M. September 2014-Present
- Piano: Lorene Parsons September 2005-May 2014
- Percussion: Michael Folker, M.M. September 2014-Present
- Percussion: Kathleen Kastner, D.M. September-May 2016

Worship Team Pianist, *Christ Church, Normal, IL* September 2012-August 2015

- Developed improvisational skills and ability to blend in a group
- Performed solo and duet pieces

Music Education Internship, *Cornerstone Christian Academy, Bloomington, IL*

- Shadowed university, high school, and middle school conductors and led rehearsal of 5th grade band
- Rehearsed 5th grade band, 6th grade rhythm ensemble and 7th-8th grade choral ensemble

ACSI Festival Piano Accompanist, *Olivet Nazarene University, Bourbonnais, IL* 2016 and 2017

- Rehearsed and performed with junior high choir

Wheaton College Center for Vocation and Career

ACTION VERBS FOR YOUR RESUME

LEADERSHIP

Accomplished	Administered	Analyzed	Assigned	Attained	Chaired	Consolidated	Contracted	Coordinated
Delegated	Developed	Directed	Earned	Evaluated	Executed	Handled	Headed	Impacted
Improved	Increased	Led	Mastered	Orchestrated	Organized	Oversaw	Planned	Predicted
Prioritized	Produced	Proved	Recommended	Regulated	Reorganized	Reviewed	Scheduled	Spearheaded
Strengthened	Supervised	Surpassed						

COMMUNICATION

Addressed	Arbitrated	Arranged	Authored	Collaborated	Convinced	Corresponded	Delivered	Developed
Directed	Documented	Drafted	Edited	Energized	Enlisted	Formulated	Influenced	Interpreted
Lectured	Liaised	Mediated	Moderated	Negotiated	Persuaded	Presented	Promoted	Publicized
Reconciled	Recruited	Reported	Rewrote	Spoke	Suggested	Synthesized	Translated	Verbalized
Wrote								

RESEARCH

Clarified	Collected	Concluded	Conducted	Constructed	Critiqued	Investigated	Determined	Diagnosed
Discovered	Evaluated	Examined	Extracted	Formed	Identified	Inspected	Interpreted	Interviewed
Derived	Modeled	Organized	Resolved	Reviewed	Summarized	Surveyed	Systematized	Tested

TECHNICAL

Assembled	Built	Calculated	Computed	Designed	Devised	Engineered	Fabricated	Installed
Maintained	Operated	Optimized	Overhauled	Programmed	Remodeled	Repaired	Solved	Standardized
Streamlined	Upgraded							

TEACHING

Adapted	Advised	Clarified	Communicated	Coached	Coordinated	Demystified	Developed	Enabled
Encouraged	Evaluated	Explained	Facilitated	Guided	Informal	Instructed	Persuaded	Set
Goals	Stimulated	Studied	Taught	Trained				

QUANTITATIVE

Administered	Allocated	Analyzed	Appraised	Audited	Balanced	Budgeted	Calculated	Computed
Developed	Forecasted	Managed	Marketed	Maximized	Minimized	Planned	Projected	Researched

CREATIVE

Acted	Composed	Conceived	Conceptualized	Created	Customized	Designed	Developed	Directed
Established	Fashioned	Founded	Illustrated	Initiated	Instituted	Integrated	Introduced	Invented
Originated	Performed	Planned	Published	Redesigned	Revised	Revitalized	Shaped	Visualized

HELPING

Assessed	Assisted	Clarified	Coached	Counseled	Demonstrated	Diagnosed	Educated	Expedited
Facilitated	Familiarized	Guided	Motivated	Participated	Proposed	Rehabilitated	Referred	Provided
Served	Represented	Supported						

ORGANIZATIONAL

Approved	Accelerated	Added	Arranged	Broadened	Cataloged	Centralized	Changed	Classified
Collected	Compiled	Completed	Controlled	Defined	Dispatched	Executed	Expanded	Gained
Gathered	Generated	Inspected	Launched	Monitored	Operated	Organized	Prepared	Processed
Reinforced	Purchased	Recorded	Reduced	Implemented	Retrieved	Screened	Selected	Simplified
Sold	Specified	Steered	Structured	Systematized	Tabulated	Unified	Updated	Utilized
Validated	Verified							