

Name

000-000-0000

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School Address:
0000 Wheat Street Apt. 000
Columbia, South Carolina 29201

Home Address:
0000 Octavia Road
Marietta, Georgia 30062

Education

University of South Carolina (USC), Columbia, South Carolina **December 2006**
Bachelor of Music in Music Education, Instrumental Strings emphasis

- ❖ GPA: 3.76/4.0
- ❖ Studied cello under Dr. Robert Jesselson

George Walton High School, Marietta, Georgia **May 2003**

Honors

Presser Scholar
Collegiate All-American Scholar
Featured in *Carolinian Magazine* as USC School of Music representative
Friend of the School of Music scholarship recipient
National Dean's List
National Society of Collegiate Scholars
Nominated for USC Outstanding New Student Award
School of Music Dean's List
Sigma Alpha Iota College Leadership Award recipient 2004-2005
TOAST Award for Academic and Leadership Excellent at USC
USC McKissick Academic scholarship recipient
USC School of Music scholarship recipient
Who's Who Among Students in American Universities and Colleges

Music Experiences

String Project Teacher, USC **August 2003-present**

- ❖ Assist with orchestra (children age 9-18)
- ❖ Teach private students
- ❖ Attend weekly staff meetings
- ❖ Assist with yearly recruitment in local schools
- ❖ Teaching 2nd year homogeneous cello class (2005-2006)
- ❖ Report students progress to the Director
- ❖ Analyze student performance and write report cards
- ❖ Write lesson plans for all classes and lessons
- ❖ Be in constant communication with parents of children

USC Symphony Orchestra **August 2003-present**

- ❖ Perform six to seven concerts per year from the standard repertoire
- ❖ Rehearse twice a week
- ❖ Accompanied world-renowned artists such as Vadim Gluzman and Marina Lomazov

University of South Carolina Audition Days **December 2003-present**

- ❖ Work with the Director of Music Admissions to plan and execute audition days for prospective students
- ❖ Coordinate student workers
- ❖ Work jointly with faculty members to smooth the process
- ❖ Staff tables at USC recruiting events in the Director's absence
- ❖ Lead tours of USC School of Music and USC campus
- ❖ Communicated with prospective students and parents about USC and the offerings at the university.
- ❖ Began Freshmen Mentor program for incoming students

Cello Clinician, Walton High School Orchestra **October 2003-present**

- ❖ Volunteer on school breaks
- ❖ Assist with lower level orchestras
- ❖ Give sectional assistance as needed
- ❖ Student Clinician at Summer Camp in 2004 & 2006

Camp Counselor, Carolina Summer Music Conservatory **June 2006**

Additional Experiences

Webmaster, USC String Project Website **September 2003-present**

http://www.music.sc.edu/Special_Programs/StringProject/index.html

Music Community Advisory Board of USC **February 2004-present**

- ❖ Wrote proposal for Music Residence Hall, instated beginning Fall 2005
- ❖ Active in the planning and preparation for the new community
- ❖ Coordinated detail work with brochures and recruitment
- ❖ Devised application process and maintain oversight
- ❖ Coordinated move-in day with preparations while working with USC Housing
- ❖ Attend bimonthly meetings to plan activities and make policies for the community
- ❖ Created marketing pieces for recruiting purposes

Sales Associate, Gymboree Inc. **Summers 2005 & 2006, Winter 2005**

- ❖ Straighten store and personally greet arriving families
- ❖ Assist with new line planning
- ❖ Help unpack boxes for new line and replenish stock
- ❖ Attend staff meetings and give feedback

Student Leadership Training Conference **February 2004**

- ❖ Attended leadership development sessions at USC
- ❖ Networked with student leaders from across the Southeast

Camp Counselor, Mt. Bethel Church Camp **Summer 2001-2004**

- ❖ Basketball camp coach
- ❖ Promoted for Summer 2003 to be camp coordinator.
- ❖ Coached teams
- ❖ Explained and executed drills
- ❖ Assisted with registration and check-in procedures
- ❖ Referred scrimmages
- ❖ Worked with Sports Camp in Summer 2003

Professional Affiliations

American String Teacher Association (ASTA) **October 2003-present**

USC ASTA Chapter Member **August 2003-present**

- ❖ Secretary 2003-2004
- ❖ Vice-president 2004-2005
- ❖ President 2005-2006
- ❖ Coordinated USC ASTA String Quartet Workshop for high school students from around the Southeast in 2004, 2005, and 2006.
- ❖ Planned and coordinated trip for the USC delegation to the 2005 ASTA National Convention in Reno, Nevada.
- ❖ Participated in Dr. Gail Barnes' presentations at the 2005 ASTA National Convention

Music Educators National Conference (MENC) **September 2005-present**

USC MENC Chapter Member **September 2005-present**

Sigma Alpha Iota **September 2004-2005**

- ❖ President of pledge class
- ❖ Professional music fraternity of women

Certification

PRAXIS I:

- ❖ Reading: 182/190
- ❖ Writing: 179/190
- ❖ Mathematics 182/190

PRAXIS II

- ❖ Music Concepts and Processes 175/200
- ❖ Music Content Knowledge 175/200

E-teaching portfolio available online: <http://www.music.sc.edu/students/duncan/Home.html>