

Mira Fu-En Huang

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EDUCATION

- Peabody Conservatory – Baltimore, MD** 2020 – 2022
- M.M. in Historical Performance Voice, GPA 4.00
- University of California, Davis (UC Davis) – Davis, CA** 2015 – 2019
- B.A. Honors in Music, B.A. Honors in Psychology, Minor in English
 - Phi Beta Kappa member, GPA 3.992

EXPERIENCE – ADMINISTRATIVE

- Nonprofit Service Coordinator, Business Volunteers Maryland – Baltimore, MD** Feb 2023 – present
- Serve as staff lead for all Business Volunteers Maryland (BVM)'s skillCONNECT pro bono consulting and boardCONNECT board matching events. This involves duties including but not limited to: collaborating with colleagues, business partners, and nonprofit organizations to understand their parameters, needs, and goals; managing all technology and programs associated with the events; representing BVM online during events; capturing photos, documenting stories, and quantifying impact of projects to all participants; and maintaining accurate records of events in CRM database.
 - Support communications and record-keeping for BVM's Board Matching Services; provide professional and timely communication to board candidates and nonprofit leadership on matching services, prospective board members, intentions, and opportunities.
 - Assist with external communications and storytelling, including but not limited to social media creation and representation of BVM at events.
 - Maintain and manage BVM's internal communications and online systems; keep information up-to-date and track data and impact in a timely manner.
- Marketing & Sales Coordinator, Candlelight Concert Society – Columbia, MD** May 2022 – Oct 2023
- Created and managed all advertisements and press communications for the Candlelight Concert Society (CCS). This included designing visual advertisements, facilitating exchanges with partner organizations, and writing and distributing press releases.
 - Managed all social media content for CCS on Facebook, Instagram, and Twitter. Designed a variety of multimedia content that is posted one to five times a week.
 - Drafted and copy-edited CCS documents, including but not limited to event programs, webpages, donor letters, grants reports, grants applications and weekly electronic newsletters.
 - Trained, supervised, and assigned tasks to Marketing and Events interns.
- Social Media Intern, Peabody LAUNCHPad – Baltimore, MD** Aug 2021 – Aug 2022
- Researched and curated events, resources, and career-oriented opportunities to post to Peabody LAUNCHPad's social media platforms.
 - Suggested content ideas to adjust LAUNCHPad's social media for optimal results.
 - Used Canva, Audacity, and DaVinci Resolve software to create Instagram and Facebook posts and stories that remained consistent with LAUNCHPad's brand identity.
 - Wrote, edited, and published social media content between two and five times a week.
 - Performed other LAUNCHPad administrative duties as needed, such as returning emails, responding to calls, and coaching students who seek career success advice.
- Office Associate, Peabody LAUNCHPad – Baltimore, MD** Jan 2021 – Aug 2021
- Researched and curated resources for the Peabody Institute's Career Advising Center (LAUNCHPad). Resources included but were not limited to festivals, competitions, job postings, grants, performance opportunities, and marketing tools geared toward musicians and dancers.

- Regularly proofread and updated LAUNCHPad's website and Handshake account. Responded to LAUNCHPad emails in an organized and timely fashion.
- Provided auxiliary elements as needed, including edited videos and content for LAUNCHPAD's blog, *The Creative Wire*.

HR Coordinator, Peregrine School – Davis, CA

Aug 2019 – Jul 2020

- Coordinated employment paperwork for approximately 80 regular and 35 adjunct employees. Administered hiring and termination paperwork for incoming and departing employees.
- Audited employee files, both electronic and physical, to ensure that all identification documents, criminal records, health records, professional certifications, and insurance documents were valid and updated. Contacted employees who needed to update files and scheduled paperwork appointments.
- Communicated with California Childcare Licensing to verify requirements and regulations for Early Childhood Center (ECC) teachers. Communicated with Department of Justice (DOJ) to verify current employee criminal records and remove departing employee records from school interest.
- Processed employee timesheets; verified with individuals who recorded unusual work shifts. Used QuickBooks to occasionally issue refund checks and managed electronic budget sheets.
- Designed and created labels, posters, filing systems, and decorations to maximize workplace efficiency and accessibility to administrative staff, incoming employees, and student families.

Peer Advisor, UC Davis Music Department – Davis, CA

Sep 2017 – Jun 2019

- Guided music students toward academic success and personal satisfaction by sharing knowledge on grading, major/minor requirements, performance ensembles, and private lessons. Provided personalized advising in one-on-one appointments and maintained confidentiality regarding academic records.
- Promoted the music major and minor to incoming freshmen and UCD students not affiliated with the music department. Represented the music department at career fairs and other school-wide events. Provided tours of music facilities for prospective students and families.

Resident Advisor, UC Davis Student Housing – Davis, CA

Aug 2016 – Jun 2017

- Created a safe and inclusive space for one dorm floor of residents. Promoted the values of diversity, holistic wellness, community engagement, and academic success through personal advising with residents.
- Facilitated individual meetings and roommate mediations to avoid and address conflicts in a timely manner.
- Brought strong positivity and energy to all staff meetings and projects. Received exclusively positive reviews from residents and fellow staff members.
- Designed, planned, and facilitated regular events tailored to the interests of a 41-member residential community. Events included video games, movie nights, and concerts, as well as academic presentations to further students' studies.
- Provided on-call crisis management for a building of approximately 200 residents. Applied comprehensive knowledge of university policies and enforced them within the residential community.

Music Librarian, Cabrillo College – Aptos, CA

Sep 2013 – Aug 2015

- Organized and filed sheet music for choir and for solo voice. Used Windows OS to efficiently organize music by title, composer, genre, time period, instrumentation, and voicing.
- Communicated with 10+ music teachers simultaneously to ensure that all personnel received required music in a timely fashion. Distributed music by scanning, printing, copying, or communicating with outside choral programs to borrow additional copies.
- Trained 3 librarians to ensure that all music was filed correctly, in a way that would not interfere with other portions of the library.

EXPERIENCE – EDUCATIONAL

Teaching Assistant, Peabody LAUNCHPad – Baltimore, MD

Aug 2021 – May 2022

- Worked with assigned instructors to provide consistent and timely support for the Peabody Institute's online courses, *Building A Brand and Portfolio* and *Pitching Your Creative Idea*. These courses instruct students in the creation of professional documents, including but not limited to cover letters, resumes/CVs, formal emails, mission statements, and grant proposals.
- Assisted in grading assignments and tracking student attendance. Contacted students struggling with courses and coached them individually on course content.
- Led and facilitated discussion groups; occasionally prepared and delivered class lectures.
- Drafted, copy-edited, and coded course announcements to be posted by all Teaching Assistants within the course software, JHU Blackboard.

Lead Teaching Assistant, Cabrillo Youth Chorus – Aptos, CA

Summers 2016 – 2019

- Organized and assisted in creating curriculum for eight classes: music theory, keyboard proficiency, recorder, rhythm/percussion, voice, dance, stagecraft, and chorus. Assisted in teaching classes to 60+ children, ages 7-18. Functioned as lead teacher for select theory, recorder, rhythm/percussion, and stagecraft classes.
- Maintained high levels of positive energy for students while keeping their learning environment safe.
- Assigned 15+ teaching assistants to instruct classes, supervise specific children, and/or complete administrative duties. Maximized communication amongst teaching staff to maintain a congenial working atmosphere.
- Assisted in writing an original, kid-friendly musical for the camp attendants to learn and perform. Proofread and edit scripts, provided lyrics, and assisted in creating original music and choreography.
- Blocked and directed summer camp musicals. Organized auditions, conducted music, led dances, and assigned other teaching assistants to various stagehand positions.
- Created set-pieces and props through painting and other crafts.
- Used graphics design software to create event posters and concert programs.

Elementary Chorus Teacher, Peregrine School – Davis, CA

Aug 2018 – Jun 2019

- Designed approachable and engaging musical curriculum for students in grades K-6. Selected simple choral repertoire in various languages, including Spanish, Japanese, and Hebrew to promote cultural diversity.
- Used simple games to teach all students the basic concepts of rhythm and pitch. Taught advanced students how to read and solfege simple sheet music.
- Engaged students in movement-based games to encourage body involvement during singing.
- Led students in performances for parents; accompanied them on guitar, flute, and piano.

Substitute Teacher, Peregrine School – Davis, CA

Jun 2018 – Sep 2019

- Maintained a positive learning environment according to the Reggio Emilia Teaching Philosophy.
- Engaged with children between 18 months and 12 years of age. Helped preschoolers sleep during naptime; guided children to and from class activities. Kept children safe by resolving physical and verbal conflicts in a friendly and empathetic manner.
- Prepared meals for 100+ students and teachers. Chopped produce and meat; cooked American, Italian, Mexican, and Asian cuisine. Washed dishes and assisted in cleanup duties.

Assistant Music Director, Davis Chamber Choir – Davis, CA

Sep 2017 – Jun 2019

- Organized and directed rehearsals and sectionals. Instructed singers to sing repertoire with up to 12 different parts. Functioned as an informal coach by listening to performances and providing insight on technique and interpretation.
- Organized and directed sectionals for sopranos and altos.
- Helped the organization's Music Director select music that was challenging yet enjoyable to choir members.
- Conducted select pieces within concert programs.

- Built community within the choir by organizing and facilitating icebreaker games during rehearsal breaks and weekend retreats.

HONORS AND AWARDS

- Spring 2022: Winner of the George Castelle Memorial Award.
- Spring 2021: Winner of the LAUNCH Grant.
- Spring 2019: Winner of the Fannie Kopald Stein Memorial Award for Excellence in Musical Performance.
- Spring 2019: Winner of the Undergraduate Music Department Citation.
- Spring 2019: Winner of the Undergraduate Music Department Citation for Outstanding Performance.
- Spring 2019: Winner of the Music Department Outstanding Senior Award.
- Spring 2019: Winner of the Sacramento Master Singers Scholarship for Young Choral Singers.
- Winter 2019: Winner of the Sacramento Saturday Club Scholarship.
- Fall 2018: Winner of the Carol Lee Coss Memorial Scholarship.
- Fall 2018: Winner of the Charles R. Bishop Award.
- Spring 2018: Co-winner of the UC Davis Concerto Competition.
- Spring 2018: Induction into Phi Beta Kappa.
- Winter 2018: Semi-finalist of the Mondavi Young Artists Competition.
- Spring 2017: Winner of the Marta Belen Memorial Award.

ADDITIONAL SKILLS

- Proficient with Windows, Apple, and select Linux operating systems.
- Proficient with Microsoft Office Suite, Google Suite, and Adobe Creative Suite.
- Familiar with QuickBooks and Handshake.
- Advanced-intermediate skill with multimedia content creation. Capable of recording and editing videos and audio; experienced in graphic design. Proficient with GIMP, CANVA, and Adobe Photoshop.
- Experience in website editing on Wix, Squarespace, and Wordpress platforms.
- Six years of volunteer experience in copy-editing of academic, journalistic, and creative writing.