



# JOCELYN COLAO

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## PROFILE

- Diligent and detail oriented administrative professional with 9+ years of office and administrative experience
- Superior communication skills: telephone, email, general customer service, etc.
- Extensive background and experience in private music lessons, scheduling, and teaching methods
- Extensive background in performance and management of musical events and organizations.

## EXPERIENCE

### **ALL SAINTS' CHURCH, Princeton, NJ**

#### **Parish Administrator**

**2014-Present**

- General administrative tasks: answering phones, email correspondence for all staff and parishioners, scheduling, administrative support to the Rector, etc.
- Scheduling of all parish events; scheduling for parish ministries and volunteers; recruitment of volunteers for parish events and ministries
- Point person for all present and future building tenants; creation and execution of all tenant leases and rental agreements
- Property manager; oversee the scheduling of and execution of all building repairs
- Design and upkeep of parish website ([www.allsaintsprinceton.org](http://www.allsaintsprinceton.org))
- Design and upkeep of all parish social media (Facebook, Twitter, Instagram)
- Design and upkeep of parish weekly newsletter (Saints' Alive!)
- Aid in the tracking of donations, rental payments, and other financials with parish bookkeeper and Treasurer
- Design and updating of all parish brochures, bulletins, directories, etc.

#### **Staff Singer**

**2009-Present**

- Professional chorister, alto sectional leader, and alto soloist for All Saints' Choir

#### **Youth Minister**

**2013-2014**

- Youth Minister for All Saints' Youth Group
- Planning and execution of all Youth & Young Adult Ministry Events

### **MUSIC & ARTS, Princeton, NJ**

#### **Private Voice & Piano Instructor**

**2011-Present**

- Teaching voice technique, piano lessons and technique, and music theory in a one-on-one environment
- Overseeing scheduling for lessons and make up lessons
- General communication with students and parents
- Preparing students, scheduling, and execution of student recitals (2 per year)
- Audition/performance preparation with students
- Occasionally teach group classes for prospective students

### **COLAO MUSIC STUDIO, Princeton/West Windsor/ Trenton/Lawrenceville, NJ**

#### **Private Voice & Piano Instructor, Owner, Founder**

**2011-Present**

- Teaching voice technique, piano lessons and technique, and music theory in a one-on-one environment
- Overseeing scheduling for lessons and make up lessons
- General communication with students and parents
- Preparing students, scheduling, and execution of student recitals (2 per year)
- Audition/performance preparation with students

## **THE CONTINUO ARTS FOUNDATION, Westfield, NJ**

### **Executive Assistant**

**2011-2013**

- Provide administrative support to Executive Director, including scheduling, and for all foundation programs (Intergenerational Choral Program, Summer Music Theater Conservatory, Minuetto Music Festival, International Collaborations with the International Festival per Giovani Musicisti and the Festival Internazionale di Musica e Arte Sacra)
- Point person for communication with all foundation members and potential foundation members
- Planning and execution of all programs, concerts, fundraising events, etc.
- Creation and Production of all program playbills; correspondence with members and vendors placing program ads
- Upkeep of website and social media (Facebook, Twitter)
- Assist in planning/coordinating International musical collaborations
- Young Artist liaison and coordinator for the Milton Cross Young Artist Program, part of the Minuetto Music Festival
- Assist in advertising and recruitment for all programs
- Tracking of all donations/grants received; correspondence with all foundation trustees and donors
- Assist in, schedule, and provide vocal coachings for various groups and programs when needed
- Oversee all accounts payable
- Organization of all foundation volunteers and committees
- Creation and distribution of all advertising materials for upcoming programs: Ads, Posters, Postcards, etc.
- Assist in and implement fundraising strategies
- Scheduling of auditions for programs and potential foundation members

## **UNIVERSITY OF PENNSYLVANIA, Philadelphia, PA**

### **Receptionist/Administrative Assistant for Facilities & Real Estate Services**

**2010-2011**

- Answer phones and emails
- Scheduling for all departments
- Managing call-out lines for union workers
- Greeting and directing guests and potential clients
- Manage all office supply orders
- Planning and organizing company events
- General administrative assistance to all departments

## **SPIRIT WIND MUSIC STUDIO, Lahaska, PA**

### **Private Voice & Piano Instructor**

**2011-2012**

- Teaching voice technique, piano lessons and technique, and music theory in a one-on-one environment
- Overseeing scheduling for lessons and make up lessons
- General communication with students and parents
- Audition/performance preparation with students

## **SPOTLIGHT MUSIC STUDIO, Flemington, NJ**

### **Private Voice & Piano Instructor**

**2009-2011**

- Teaching voice technique, piano lessons and technique, and music theory in a one-on-one environment
- Overseeing scheduling for lessons and make up lessons
- General communication with students and parents
- Audition/performance preparation with students

## **EDUCATION**

**May-June 2011: University of Pennsylvania, Philadelphia, PA**  
Microsoft Powerpoint Techniques  
Microsoft Excel Techniques

**March 2011:**

**University of Pennsylvania, Philadelphia, PA**

Total Organization: E-Mail, Documents, Papers, and Workspace

**2005-2009:**

**Westminster Choir College of Rider University, Princeton, NJ**

B.M., Vocal Performance

## REFERENCES

**The Rev. Hugh E. Brown, III**

Rector

All Saints' Church

**Ms. Cecilia Madden**

Executive Assistant

University of Pennsylvania

Facilities & Real Estate Services

**Ms. Sarah Conaghan**

Manager

The Rose of Tralee

International Festival