MONICA HARWOOD

GAITHERSBURG, MD 20878
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PROFESSIONAL PROFILE

Recent graduate specializing in front end development. Self-starter with five years' experience in project management, generating marketing content and providing attentive customer service.

TECHNICAL SKILLS

- Constructing wireframes
- Coding websites from scratch: HTML/CSS
- Generating well-formed documents: XML
- Editing/slicing images: Adobe Photoshop
- Creating vector logos: Adobe Illustrator
- Search Engine Optimization (SEO)
- Applying dynamic functionality: JavaScript
- Responsive design: Bootstrap
- Producing social media content
- Writing copy for web and print
- Command of advanced operations within Office applications: Excel, Access, Word, PowerPoint

EDUCATION

Bachelor of Science
Digital Media and Web Technology
University of Maryland University College
Anticipated Graduation: August 2017
Major GPA: 3.8

Relevant Coursework: Introduction to Interactive Design, Fundamentals of Digital Media, Web Development Using XML, Fundamentals of JavaScript, Principles of Web Design and Technology, Image Editing, Illustration Graphics, Advanced Application Software

Bachelor of Music
Vocal Performance
The Catholic University of America
Graduation Date: May 2012
Magna Cum Laude, Major GPA: 3.8

PROFESSIONAL EXPERIENCE

Program Coordinator
Arts Barn at Arts on the Green – Gaithersburg, MD (2016-Present)
- Coordinated 10 performances for the Just for Families series, Get in the Act program, Dance program, Young Artist Award and Gaithersburg Chorus.
- Gathered press photos, news stories and event details to publish monthly Arts on the Green press release, distributed to over 15 local newspapers and websites
- Enhanced website SEO by implementing specific meta tags on 5 different company web pages, establishing presence on social media platforms such as Yelp and Foursquare, updating web content monthly to provide fresh text, images, videos
- Assembled images and information from new artists and drafted social media content shared across Facebook, Twitter, Instagram

- Managed budget and issued payments to performers, ordered supplies as needed, participated in yearly budget and programming meetings with other senior staff

Music Director, Accompanist
Poolesville Presbyterian Church - Poolesville, MD (2009-Present)
- Researched and scheduled appropriate music for weekly worship services, incorporating both pastoral and congregation input
- Designed website for church's community garden with HTML, CSS, JavaScript
- Initiated and conducted community-wide performances involving 20+ members of church (Church Talent Show, World Food Day Celebration, Summer Art Song Recital.)
- Implemented online rehearsal resources, such as SoundCloud, DropBox, YouTube and GoogleDrive for weekly rehearsals
- Developed and maintained database of church sheet music of over 500 records using Microsoft Excel
- Directed church choir of 10+ members at weekly rehearsals and on all Sunday services, while also accompanying choir and congregation on piano/organ.
- Wrote and submitted grants to actualize the Poolesville Community Garden (partially funded by Poolesville Presbyterian Church)

Piano/Voice Teacher, Studio Founder and Manager
Monica Harwood Music, LLC - Rockville, MD (January 2012-Present)
- Created and maintained personal website (MonicaHarwoodSoprano.com) using Wix.com for marketing of private studio and performance engagements
- Designed brochures, contracts and all social media content
- Traveled to clients' homes and conducted 20+ voice and piano lessons weekly
- Communicated with parents and students in order to schedule all lessons and provided assistance for customer concerns and questions

Music Teacher, Choral Director, Musical Theatre Enrichment Program Director
St. Bartholomew Catholic School- Bethesda, MD (2012-2014)
- Created and implemented daily lesson plans to engage all children (250+) through 9 different grade levels
- Established and directed weekly after-school musical theatre and choral enrichment programs for 20+ children ranging in age from 4 to 13.
- Developed marketing materials (brochures and flyers) to send to parents
- Managed budget and recorded expenses of enrichment programs, invoiced participants, communicated with parents via email and meetings

OTHER SKILLS
- Basic programming skills in Python
- Experience building websites with WordPress, Wix.com
- German Language: Intermediate Range of Proficiency
- Spanish Language: Intermediate Range of Proficiency
- Italian and French: Late Elementary Range of Proficiency