Alissa M. Cavallaro

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**Career Focus**

Energetic and focused college student working towards a BS in Music Business at Berklee College of Music. My objective is to use my music business knowledge as well as life experiences to secure a mutually beneficial internship.

**EDUCATION**

Berklee College of Music, Boston, Massachusetts

Bachelors of Science in Music Business, Expected Graduation June 2020

* 3.9 GPA
* Member of the Music Business Club
* Study Abroad Ambassador

Commack High School, Commack, New York - General Education

* 3.8 GPA
* Graduated Summa Cum Laude
* Member of Chamber Choir
* Member of Women's Choir
* Member of Jazz Choir

**WORK EXPERIENCE**

Sephora

* Assists clients with all thing’s beauty regarding advice and cash wrap.
* Provides clients with assistance and reassurance in handling money properly.

BUCHWALD Agency

* Completed work for all departments of the talent agency such as payments, resumes, reception, etc.
* Solved various problems and covered desks for assistants, along with maintaining their daily duties.

Boston GreenFest, Boston-Entertainment Coordinator

* Connected, searched, and organized for all of the music on the main stage.
* Was given a promotion from an intern position.

Boston Children’s Theater, Boston-Production Intern

* Organized company website, contributed innovative marketing ideas, and oversaw show rehearsals.

Game On! Fenway, Boston-Hostess

* Responsibilities included greeting customers and assisting them to tables, coat check, and miscellaneous restaurant tasks.

AFLAC NY, Jericho, New York - Administrative Assistant

* New York State Health and Accident license.
* Assisted top producing District Sales Coordinators with enrollment planning and client relations.

The Bakery, Commack, New York- Cashier

* Efficiently assisted customers requests.
* Responsibilities included maintaining a clean and organized work environment.

**ADDITIONAL SKILLS**

* Outstanding interpersonal skills.
* Excellent phone abilities.
* Effective problem solver.
* Highly organized.
* Semi-bilingual speaker (English and Spanish).
* Proficient in Microsoft Word, Excel and Powerpoint.
* Mastery in Reason, Finale, Pro Tools and Logic Pro.

**Volunteer Work**

The Movement-Community work through entertainment ran by Berklee College of Music.

Cystic Fibrosis-Entertainment

March of Dimes-Entertainment

Anti-Bullying Campaign and collaboration with Big Daddy Kane.

Nassau County Citation for Anti-Bully Awareness