**Molly Hill**

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(727) 433-4588

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**Experience**

**University of New Mexico**

*Graduate Assistant (2019-2021)*

* Grade work from over 120 students per semester for undergraduate gen-ed classes (Western Classical Music Appreciation, Jazz Appreciation, Rock-n-Roll Appreciation) while working closely with multiple professors.
* Prepare materials for class/lecture days. Including handout materials, quizzes, work to hand back, condense student issues for professor to address, prepare music presentations for class, proctor exams.
* Working with lecture-based classes, online classes, students one-on-one, and small groups.
* Blackboard Learn, Word, Excel, PowerPoint, Zoom, printing/copying.

**The University of Tampa**

*Student Assistant to Staff Assistant (2017-2019)*

* Put together programs for departmental events, recitals, performances.
* Assist staff and faculty in office work including printing/copying, Word, Excel, Work Day, monitoring/ordering departmental supplies.
* Organize, promote, head administrator of departmental camps including vocal, band, strings. Ages: rising-middle school to high school.

**Keke’s Breakfast Café**

*Expeditor (2018-2019)*

* In charge of a team of five in between FOH and BOH that ran food, drinks, and condiments.
* Ensured all plates that left the kitchen were to standards and top quality with knowledge of menu.
* Working on the line in the kitchen (BOH) including expeditor, line cook (grill, eggs, waffles, hot plate), dishwasher, prep.
* Deep cleaning including deck scrubbing, kitchens, hot plates, condiments, drink machines, etc.

**Panera Bread**

*Catering Manager (2015-2017)*

* Oversee all catering sales of one store, with no assistant. Including: making food, delivering food, set-up on site, promotion of business (in-person and online), record keeping (up to two years, physical and online), order food/produce/materials, baking, prep, line (salads, sandwiches, expeditor, soups).
* Used as a shift manager and assistant manager. Responsibilities such as: opening store, closing store, ordering food/produce/materials, overseeing staff during shifts up to six hours, making store schedules, baking to refill displays/demand, unload truck, prepare for franchise-wide events, prepare to head store meetings.

**Freelancer/Private Instructor**

*2011-current*

* I have been a freelance musician since 2011-current. These include weddings, departmental events, university events, orchestral, wind ensemble, musicals, more.
* I have continued as a private instructor of flute from 2015-current. I have taught one-on-one and in small groups, ages from middle school to college entry.

**Education**

**University of New Mexico**

*Master of Music (M.M.) Flute Performance (2021)*

* GPA: 3.65
* Awards & Honors: Cum laude

**The University of Tampa**

*Bachelor of Music (B.M.) Flute Performance (May 2019)*

* GPA: 3.96
* Awards & Honors: Magna cum laude, Terry Mohn Award, Sant’Yago Education Foundation Music Award, Sally and Jack Jenkins Music Service Award, Concerto Competition Winner (2018, 2019)

**St. Petersburg College**

*Completed coursework towards AA (May 2017)*

* GPA: 4.0
* Awards & Honors: Charolette Anthony Music Scholarship, FCSAA Winter Symposium Student Artist Award

**Additional Skills**

* Communication Skills
* Working Collaboratively
* Planning Skills
* Ability to Prioritize
* Monitoring
* Quick Learner
* Preparing for Events
* Team Meetings

**Certifications**

* Certified Professional Food Manager, ANSI

**References**

**Barbara Prescott, Applied Flute Professor, UT, SPC, Eckerd College**

[bprescott@ut.edu](mailto:-bprescott@ut.edu) - Former Applied Flute Professor

**Alicia Gonzalez, Staff Assistant, the University of Tampa**

a[gonzalez@ut.edu](mailto:Agonzalez@ut.edu) - Former supervisor

**Karl Hinterbichler, Professor, University of New Mexico**

kh[tbn@unm.edu](mailto:Khtbn@unm.edu) - Former Professor

**Valerie Potter, Associate Professor, University of New Mexico**

fl[utes@unm.edu](mailto:Flutes@unm.edu) - Former Applied Flute Professor