SHEA THERESA CALLAHAN

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**EDUCATION**

Bachelor of Music May 2019

State University of New York at Potsdam, Potsdam NY

Music Business Major with a Concentration in Tenor Trombone, GPA: 3.51

*Awards and Achievements*

Graduated Magna Cum Laude

President’s List: Fall 2017, Spring 2018, Fall 2018, Spring 2019

Dean’s List: Fall 2016

**SPECIALTIES**

* Tenor Trombone, Bass Trombone and Tuba
* Well ranged and specializes in all brass instruments
* Knowledge of all musical instruments.
* High School level in all wind instruments

**CERTIFICATIONS**

Certification in Supply Chain Sustainability at Open University May 2019

Certification in Retail Marketing at Open University May 2019

**RELEVANT EXPERIENCE**

**Product Listings Manager** | Manchester Music Mill | Manchester, NH August 2021 - Current Position

* The lead person who is responsible for listing products on the company’s website. Required all-around knowledge of music products. Has listed over 12,000 products on the website so far.
* I created templates to reference in order to do my job more accurately. These templates can be used for future employees hired for the position. Multiple people use my templates as they are a trustworthy and helpful tool.
* Train new employees and teach them how to use BigCommerce, teach them how to list products correctly, be able to work in a team and provide guidance.
* Be able to be organized, motivated, and be able to work individually and efficiently with deadlines.
* Check MAP prices, reference other music product companies and do the proper research in order to list products correctly and accurately for the website.
* In communication with company dealers for product launches, make sure MAP prices are correct and prepare accordingly to list products in time for launch.
* Use the programs BigCommerce, Reverb, AIMSI, and Microsoft Exel on a daily basis.

**Sales Intern** | Live Nation Entertainment at the Bank of New Hampshire Pavilion | Gilford, NH May 2019- Sep 2019

* Assisted in organizing and carrying out events for Season Ticket Holders
* Managed a promotional booth to increase the list of prospective clients, formulated marketing and prospectve emails
* Shadowed and assisted Director of Venue Sales in daily operations
* Tracked and recorded expenses and compiled detailed show reports from each concert

**Office Assistant Manager** | Children and Family Dentistry and Braces | Manchester, NH | Nov 2020 - June 2021

* Called patients every shift to confirm appointments, scheduled appointments to Doctors' needs. Keeping the schedule filled with efficiency.
* Completed Insurance Verification Forms that involved calling insurance companies to ensure customers were up to date on their insurance plans. Computed math equations to verify the remaining balances on the accounts.
* Had full responsibility for billing processes, processed all payment types and submitted them to the billing department.
* Skills include strong communication skills, planning skills, strong organizational skills, the ability to work under high-pressure situations, working at a fast pace, the ability to handle numerous different softwares at once.

**Exhibitor** | National Association of Music Merchants Trade Show | Anaheim, CA Jan 2019- Feb 2019

* Selected to participate in a practicum experience at annual trade show representing SKB Cases
* Researched philosophy and mission of the company to prepare for marketing and selling products to dealers seeking innovative music products in the current market
* Support SKB Cases at trade show through speaking to dealers, organizing products on shelves, running a raffle, and networking with vendors
* Gained hands on experience in dealing with situations that required quick thinking and problem solving; building strong relationships that showcased dependability and initiative

**LEADERSHIP AND SKILLS**

**Member** | Potsdam Music Business Club | Potsdam, NY

* Monitor Twitter page to promote club and campus events by local artists by sharing content.
* **Computer Skills:** Microsoft Office 365: PowerPoint, Excel, One Drive, Outlook; Google: Docs, Drive, Sheets, Slides; basic understanding of Adobe PhotoShop, EagleSoft, GarageBand, Sibelius, Dolphin, BigCommerce, Reverb, AIMSI
* **Language:** Be able to understand, speak and read Spanish semi-fluently.
* Thrives in individual as well as team environments, loves to share ideas, very organized as well as very passionate about my work.

**PERFORMING EXPERIENCE**

**Tenor Trombone** | New Hampshire All-State Band - Windam, NH 2012-2015

* Go through a rigorous audition process, one of 6-8 trombone players accepted per year.

**Tenor and Bass Trombone, chair changes rapidly** Crane Concet Band, Crane Symphonic Band 2015-2019

* Be responsible for preparing music on my own time, rehearsals held weekly. Concerts held once a month.
* Rehearsals were designed for bringing the ensemble together, not for practicing the music.
* Chair positions changed every couple of months. Be able to switch between tenor chair 1 through bass chair 3 without difficulty.

**Tenor Trombone Second Chair** | New Hampshire Philharmonic Orchestra | Salem, NH December 2021 - Present

* Be prepared for rehearsals, be able to sight read.
* Concerts held every other month.
* Be familiar with the first chair part in case that the principal is out sick.
* Performing professional pieces, be confident in accuracy (very small section)

**Tenor Trombone First Chair** | Center Harbor Town Band August 2021 - Present (Seasonal)

* Required to be able to sight-read accurately.
* Performs over 100 songs per season.
* Be able to lead section and be a strong player in order to perform at concerts in evey week during season.

**Bass Trombone** | Trinity Angelican Church | Rochester, NH April 2021 - Present (Seasonal)

* Perform with one other trombone player for Easter Mass as well as Christmas Mass.
* Be comfortable sight-reading hymns. Receives music day of Mass and be able to play accurately day-of.

**Bass Trombone** | New England Ballet Company | Salem, NH November 2022 - Present (Seasonal)

* Prepare the repertoire for the Nutcracker Ballet and be ready for show run-throughs
* 3 shows per season, one of two trombone players hired for this position.