

Elizabeth (Liz) Zabala
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Work and Volunteer Experience

Boston Festival Orchestra, Boston, MA, USA June 2023- Present

Artistic Operations Assistant (Sept 2023 - Present)

- Organizing/coordinating and running the seasons concerts
- Communicating and liaising with community partners for events
- Research, design, comparison and implementation of processes for event planning
- Coordinating and booking event staff
- Managing social media and writing monthly/seasonal newsletters
- Fielding donations

Volunteer (June 2023- Sept 2023)

- Marketed through putting up posters
- Strategized to increase community engagement through open rehearsals
- Box office work including ticket sales
- Concert ushering

The Saxyderms, Boston, MA, USA Oct 2023 – Present

Assistant Conductor

- Conducting, selecting and rehearsing saxophone ensemble repertoire

Private Vocal Coach Sept 2023 - Present

- Teaching singing lessons in person and on zoom

Western Canada High School, Calgary, AB Jan 2023 - Present

Contracted Music Professional

- Evaluating and grading individual student's musical performance in the band program
- Assessing midterm and final exams

Berklee College of Music Office of the Registrar, Boston, MA, USA Oct 2022 - Present

Student Office Assistant

- Student data verification and entry
- Organizing and verifying information for diploma orders
- Assisting in ongoing projects regarding graduation and commencement ceremonies
- Entering and evaluating transfer credit from external post-secondary institutions
- Organizing and verifying documentation for apostille orders
- Participating in student events to answer any questions regarding transfer credits and schedules

Velocity Injury Medical Clinic, Calgary, AB June 2020 - August 2021

Medical Office Assistant (MOA)

- Ensured patient privacy was protected
- Tracked inventory and completed sales of medical equipment
- Trained new staff
- Greeted and checked in patients for appointments, as well as answered phone calls and emails

- Coordinated appointments and organized schedules, and triaged new patient referrals
- Assisted doctors and other health practitioners
- Worked with insurance companies to organize billing for patients post-motor-vehicle - accident
- Daily appointment billing and taking payments
- Patient retention and care
- Designed and implemented clinic administrative procedures
- Assisted and interfaced with the Infection and Prevention Control Officer for COVID protocols
- Transitioned old paper charting into the HealthQuest Electronic Medical Records system
- Performed MOA duties in accordance to the standards of Alberta Health Services

Education and Certifications

Berklee College of Music, Boston, MA, USA

- Bachelor of Music, concentrations in Vocal Performance and Contemporary Conducting

Pro Voice Teacher Mentorship Program

- Six-month mentorship under Linda Balliro, Associate Professor at Berklee College of Music
- Completed with excellence

Conducting Workshop with Giuseppe Montesano & the Szolnok Symphony Orchestra Feb 2024

Academic & Professional Performances

Music (Voice and Saxophone) and Musical Theatre

- Berklee Jazz Choir (Spring 2023 Semester)
- Berklee Concert Choir (Fall 2022 Semester, Concert Soloist)
- MisPlaced Fundraiser 2021, Ensemble Member (Storybook Theatre)
- Spring Awakening 2020, Role of Thea (Storybook Theatre)
- Mount Royal University Artio Choir (2019-2020)
- Bring it On the Musical 2019, Ensemble Member (Storybook Theatre)
- Alberta Youth Choir (Alberta's honour choir, 2019)

Honours and Achievements

- Berklee College of Music Thrive Scholarship
- Berklee College of Music Dean's List
- Mount Royal University Choral Association Fergie Fund Scholarship

References

Alyssa Wang

Artistic Director
Boston Festival Orchestra
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Thomas Beraldi

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