



KIMBERLY OUELLETTE

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EDUCATION

Master of Music in
Vocal Performance and
Literature
2019

University of Illinois Urbana-
Champaign

Bachelor of Music in
Vocal Performance
2017

Univeristy of Southern Maine

SKILLS

Language: Basic Competancy
in German, French, and Italian

Technology: Banner,
Technolutions Slate, Acceptd,
Filemaker, Tessitura, Raisers
Edge, Vendini

Other: Grant Writing, Sales
Experience, Vocal Pedagogy

Three Simple Rules

Create opportunities for Engagement

Strive for Excellence

Be Authentic

WORK EXPERIENCE

Music Admissions Counselor

2017-2019

University of Illinois School of Music

Represented School of Music in a variety of settings, Event planning and Execution of School of Music Open House, Audition days, Accepted student shadow days, etc., Organized and lead volunteers, Responded to student inquiries, Lead information sessions for prospective students, Input and management of demographic information, Creation of recruitment materials and campaigns.

Shift Manager

2012-Present

Starbucks Coffee

Delegated tasks, managed team of 20+ Employees, provided professional development opportunities and training, managed daily book keeping, past-paced problem solving, supervised the maintenance of safety and quality standards for customers and employees

English as a Second Language Tutor

2016-2017

Portland Adult Education

Created lessons to assist in practical acquisition of the English language, Developed classroom management skills, Assisted students in the preparation for citizenship examinations.

Voice Teacher

2015-2017

Private Studio

Established and maintained a studio of 8-12 voice students of all ages, imparted healthy vocal technique, developed student repertoire, employed the principals of vocal pedagogy to help students reach their goals

Academic Tutor

2015-2017

Self-Employed

Provided individual instruction for home schooled students in grades 5-12 in literature, history, math and sciences

Front of House/ Box Office Manager/ Student Coordinator

2012-2015

University of Southern Maine Theatre Department

Managed a team of 40+ student employees, Assisted patrons with ticket sales, subscriptions, and general inquiries, Supervised the front of house, concessions and communicated effectively with patrons and staff to ensure safety, tracked and analyzed metrics for ticket sales

Development Apprentice/ Box Office Associate

2012-2015

Ogunquit Playhouse

Maintained and cultivated relationships with donors, organized stewardship opportunities, planned elite donor events, assisted in the creation donor incentive packages, actively promoted opportunities for giving and engagement, assisted patrons with ticket sales and general inquiries

Mortgage and Commercial Loan Specialist

2009-2012

TD Bank, NA

Assisted customers in the maintenance of Mortgage, consumer, and commercial loans, processed payments, monitored escrow accounts, educated customers and helped identify appropriate loan products, processed applications, exceeded monthly sales quotas for loan and individual banking products.