

Andrei Strizek

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Employment Experience

Temporary Staffing by Suzanne | Manhattan

ADCO Group — *July 2016 – present*

- Executive Assistant

Imagem Music; Rodgers & Hammerstein Theatricals — *February – April 2016*

- Recataloging Concert Rental Library
- Organizing & reformatting Theatrical Library PDFs

W.P. Carey; Payroll Department — *June – August 2015*

- Archived and cataloged payroll records

Manhattan Psychiatric Services; Office Manager — *April – June 2015*

- Managed scheduling & billing for private psychiatric firm
- Performed general office managerial tasks

Music Director/Assistant

- Music directed several shows at 54 Below and Birdland, Manhattan
- Music director, Senior Showcase, Amy Murphy Studio, Birmingham, AL — *2012 – present*
- Music Assistant, *The Phantom of the Opera* — *December 2015 – present*
- Music Assistant, *I Am, I Will, I Do* — *January 2015 – present*
- Music Director, National Asian Artists Project Community Chorus — *January 2015 – August 2015*

Production Assistant

- The New Ohio Theatre | New York City — *January 2016*
- PROTOTYPE: Opera/Theatre/Now Festival | New York City — *January 2016*
- Ellnora Guitar Festival | Krannert Center for the Performing Arts — *September 2015*

National Tour of *How the Grinch Stole Christmas! The Musical*

Keyboard 2/Assoc. Conductor — *2013 – 2015*

Krannert Center for the Performing Arts | Urbana, IL

Events Coordinator & PA Supervisor — *December 2013 – September 2014*

- Planned & implemented performance and rental events in five-venue facility
- Negotiated schedules and contract provisions with touring artists and managers
- Managed production budgets
- Recruited, scheduled and managed Events Production Assistants

Events Production Graduate Assistant — *August 2011 – November 2013*

Events Production Assistant — *August 2010 – May 2011*

Express Fashion, Inc. | Champaign, IL

Sales Associate/Temporary Sales Lead — *October 2009 – September 2014*

University of Illinois School of Music

Teaching Asst./Pianist, Advanced Musical Theatre Performance — *August 2011 – May 2014*

NewMusicalTheatre.com

Customer Service Intern — *June 2013 – November 2013*

Education

University of Illinois at Urbana-Champaign | Doctoral Studies in Musicology

University of Illinois at Urbana-Champaign | Master of Music Education, May 2011

University of Wisconsin-Eau Claire | Bachelor of Music Education, Dec. 2005

Skills

Typing: 85 WPM

Software: iOS and Windows; Audacity, FileMakerPro, Finale, GarageBand, iMovie, Logic, MainStage, Microsoft Office, Microsoft Outlook, QLab, Sibelius, VectorWorks

Multimedia: Video and sound recording, SLR & DSLR photography

Social Media: Facebook, Tumblr, Twitter, YouTube

Web: HTML, basic web design

Music: 2 years, private conducting lessons; 7 years, private euphonium lessons; 16 years, private piano lessons

References

References available upon request