



# KAREN LAWS

Music Educator

## SUMMARY

Enthusiastic Music Educator with expertise in anticipating workplace needs and proactively identifying and resolving problems. Bringing proven ability to instruct groups of students at high levels of efficiency while maintaining a positive learning environment and working towards performance goals.

## SKILLS

- Individual and group instruction
- Voice Training
- Relationship building
- Basic keyboard Instruction
- Student-Centered Learning
- Positive Learning Environment

## CONTACT

### PHONE

770-826-3643

### WEBSITE

<https://sites.wp.odu.edu/karen-laws/>

### EMAIL

KLAWS004@odu.edu

## EDUCATION

### North Stafford High School

2012 – June 2016

High School Diploma

### Old Dominion University

2018 – Current

Bachelor of Music, Music Education

Expected: May 2022

- Jerome J. Kern Prize Scholarship recipient
- Diehn Chorale Scholarship recipient

## WORK EXPERIENCE

### Blue Feather Music Studio [Administrative Assistant]

Nov 2019–Aug 2020

- Managed payroll for organization of 14 personnel.
- Coordinated student-teacher schedules and resolved scheduling issues.
- Database data entry management for student lesson packages.

### Mariah's Music & Arts [Assistant Vocal Coach and Administrative Assistant]

- Taught fundamentals such as projection, breathing and vocal techniques.
- Familiarized students with basic concepts of music such as notes, tempo, symphony, beats, compositions and chords.
- Helped students prepare for auditions and special events.
- Prepared students for live recitals and theatrical performances by creating stage sets, props and costumes.
- Arranged audio equipment, transportation, and other day-of-event needs for fundraising events, showcases, and recitals.
- Coordinated concerts, special events and curriculum for forty-five private studio students.
- Instructed the voice studio's Summer Camp participants on activities' goals, procedures and safety considerations to promote beneficial outcomes for all campers.
- Identified and recommended changes to existing processes to improve accuracy, efficiency and quality service.
- Managed accounts payable and receivable.
- Handled client correspondence and tracked records to foster office efficiency.

# Project Overview

