

# Allison Robertson

## EDUCATION

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Berklee College of Music, Boston, MA

05/2019 - 08/2022

- Bachelor of Music in Professional Music.

## EXPERIENCE

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**Student Assistant at the Office of the President**, Berklee College of Music 09/2021 - Present

- Assist in answering sensitive phone calls, while maintaining a high level of confidentiality.
- Perform ongoing daily tasks and assignments, and assist the office with special projects as assigned.
- Restocking and upkeep: track inventory and order supplies for the office as necessary.
- Organized files (electronic and hard copy), updating and streamlining where appropriate.
- Assist with check requests, payment of invoices, credit card authorization forms, organizing monthly card statements.
- Handle incoming and outgoing mail/package shipments.
- Assist with Board meeting preparation and update Board member contact information.
- Conference room hospitality management.
- Assist with events hosted by the Office of the President.
- Assist with accommodations, booking hotel and travel accommodations for out of town guests.
- Assist with developing strategy and gathering content for the President's social media accounts.

**College Auditions Assistant**, Berklee College of Music 07/2021 - Present

- Guide prospective students through the auditions process.
- Answer any questions about the auditions process and Berklee.
- Make sure covid protocols are followed.
- Ensure the schedule runs smoothly and adjust it accordingly.

**Library Assistant Student Supervisor**, Stan Getz Library, Berklee College of Music 09/2019 - Present

- Performing library duties at Berklee campus such as checking in and out books, sorting the library shelves.
- Interacting with patrons both in person and online, helping them navigate the library.
- Supervise and train the other student employees.

**Au Pair & Tutor**, Independent, Cape Town, South Africa 08/2018 - 04/2019

- Maintained effective schedule balance between rest periods, active play and instruction.
- Created and implemented diverse educational strategies to boost development.
- Enforced rules and managed behavior through developmentally appropriate discipline.
- Managed safety and security of all children under care.

**Administrative Assistant**, Ian Dickie & Co, Cape Town, South Africa 02/2018 - 06/2018

- Type documents such as drafts, memos, and emails, and prepared reports weekly for management.
- Opened, sorted, and distributed incoming messages and correspondence.
- Interacted with vendors, purchased and maintained office supply inventories.
- Organized meeting spaces and materials while documenting discussions and distributing meeting notes.

## SKILLS

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- Music Software: Finale, Pro Tools, Reason, Logic, Ableton Live, Garage Band
- Computer Software: Microsoft Word, PowerPoint, Excel, Google, Slack, Asana
- Social Media: Facebook, Instagram, Tik Tok

