

ALEXIA MATE

Accomplished opera singer and classical violinist with experience in administrative support, customer service, education, and sales. Highly skilled in communication, multi-tasking, problem solving, and organization.

Administrative Experience

2018 - 2020

Front Desk Associate *Equinox*

- Received a 5-star rating in the 2019 Member Review of the Front Desk Staff
- Initiated reorganization and improvement of the club's digital filing system to improve usability and efficiency for the Front Desk team
- Supported an increase in 2019-20 membership sales and spa service sales

Gained experience serving as a gatekeeper, answering phone calls and emails, supporting, and scheduling meetings for management and the sales team, managing member accounts and invoices, completing data entry tasks, organizing the front desk, and coordinating with maintenance and IT to resolve building and technology issues.

June – August 2017

Sales Representative *DCM*

- Achieved and maintained status within the top three sales numbers on the team

Gained experience nurturing relationships with clients to sell tickets and subscriptions for the Detroit Symphony Orchestra and collaborating with team members to create sales strategies.

June – August 2016

Cashier / Customer Service *Bed, Bath & Beyond*

Handled customer transactions, returns, questions, issues, and organized inventory.

June – August 2015

Private Office Assistant *Insurance Agent*

Provided general administrative support. Gained experience screening phone calls and emails, organizing files and office space, and restocking inventory.

Teaching Experience

2017-Present

Music/Private Voice Instructor *Music To Your Home/Freelance*

Teach classical, musical theater, jazz, pop, musical concepts, vocabulary, vocal technique, sight reading, ear training, improvisation, composition, and French, German, Italian, and English diction. Communicate with parents regarding student progress.

Education

2018-2020

MM in Voice

The New School – Mannes School of Music
- Merit Scholarship, GPA 3.95

2014-2018

BFA in Vocal Performance

Carnegie Mellon University
- Merit Scholarship, GPA 4.0
- Received the Derdeyn Award in Voice

Technical Skills

Microsoft Office (Word, PowerPoint, Excel, Outlook)

Google Suite

MOSO Software

Book4Time

Languages

German – Intermediate

French – Intermediate

Greek – Beginner

Italian – Beginner