



GEOFFREY CARTER

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Summary

Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

Skills

- Written and verbal communication
- Data Tracking
- Recruiting processes
- Tracking spreadsheets
- Confidentiality
- Calendar Management
- Administrative Skills
- Interdepartmental Coordination
- Excel spreadsheets
- Program Support
- Policy Development
- Strategic Planning

Experience

University of Notre Dame | Notre Dame, IN

Recruitment Coordinator

03/2023 - Current

- Manage Graduate School recruitment initiatives, including database management, reporting, and tracking of recruitment and retention of minority students
- Assist the Associate Dean with scheduling, meetings, travel arrangements, expense reports, and coordinating workshops and staff meetings, and other events
- Coordinate the Summer Research Opportunities Program, including contacting program directors, arranging travel/accommodation, managing events, and coordinating with faculty advisors
- Manage recruitment schedule, including travel coordination, event registration, training workshops, and visits for prospective students, program directors, and faculty
- Assist with uploading student application data, importing official test scores and prospective data lists, and processing admission letters
- Provide support to diverse student groups and facilitated access to resources and services
- Facilitated external agreements, including creating, approving, and tracking agreements, and reporting usage.

Musical Arts Indiana, INC

Children's Choir of Michiana Director

08/2022 - Current

- Provide leadership and direction to the Children's Choir, including recruiting, programming, rehearsals, and performances
- Handle all artistic issues related to the Children's Choir
- Supervise all Children's choir directors and pianists
- Collaborate with the Artistic Director, Executive Director, and Board Chair of Musical Arts Indiana
- Report directly to the Board of Directors, providing insight and vision for board approval and support.

South Bend Community School Corporation

Music Teacher

01/2020 – 03/2023

- Direct high school music and performances, including pep band, orchestra, concert band, choir, soloists, and ensembles
- Plan and prepare students for performances
- Enforce academic requirements.

Clay Intl. Academy | South Bend, IN

General Music Teacher/Choir Director

10/2019 - 01/2020

- Taught K-5 General Music classes
- Designed lesson plans focusing on Indiana State Music Standards
- Prepared students for performances
- Created a positive and safe learning environment for class sizes up to 32 students
- Provided students with clear learning objectives
- Developed weekly/monthly assessments through student demonstration of singing skills, instrumental skills, quizzes and tests on Theory and History of Music
- Organized school trips to cultural institutions
- Prepared and direct choral groups (grades 6-8) for school performances.

Career Academy Network of Schools

Choral Director

08/2014 - 10/2019

- Oversee the choral program
- Conduct Middle School Choir, High School Choral Ensembles, Show Choir, Basic Piano
- Develop other ensembles as needed
- Demonstrate strong rehearsal strategies, classroom management skills, and interpersonal skills
- Supervise student (cadet) teachers in vocal music education
- Accompany ISSMA participants, achieving high marks consistently (Golds and Silver)
- Lead CASB Choir to attend Choirs of America Choral Festival for two consecutive years
- Middle school choir attended the IMEA Festival, Indianapolis, IN.

Education

Bethel University | Mishawaka

Bachelor of Arts in Interdisciplinary Studies/General Music/Choral Music Education

12/2019

Southern New Hampshire University | Manchester

Master of Science in Higher Education Administration

Certifications

- Indiana Teaching License Praxis Exam, Passed
- Fine Arts: Choral and General Music
- Certificate of Completion: Mental Health First Aid USA National Council for Behavioral Health, 05/01/2016

Volunteer Experience

Musical Arts Indiana, Board of Directors, 01/01/2016, 01/01/2021, Children's Choir of Michiana Steering Committee, Marketing and Development Committee, provide organizational support, including problem-solving, troubleshooting, and brainstorming., Serve as an advisor to conductors., Act as an information liaison between parents and MAI Board., Coordinate CCM Fundraising.