

# Tomás Henriques

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| <b>Education</b>             | <b>West Chester University of Pennsylvania</b> , West Chester, PA<br><i>Bachelor of Music</i><br>May 2020   |
| <b>Related Experience</b>    | <b>West Chester Orchestra</b> , West Chester, PA<br><i>Intern</i><br>September 2018 - Present <ul style="list-style-type: none"><li>• Manage and organize all personnel and performance information for a 35-piece jazz orchestra</li><li>• Attend rehearsals and take notes, which are shared with all personnel in an online blog</li><li>• Assist with equipment and instrument management</li><li>• Work with Stage Manager and Director on set-up and staging</li></ul> <b>AJAX Music</b> , West Chester, PA<br><i>Social Media &amp; Marketing Assistant</i><br>January 2017 - August 2018 <ul style="list-style-type: none"><li>• Enhanced social media presence through increased engagement on Twitter and via the launch of Instagram and YouTube artist promotional channels</li><li>• Designed and implemented marketing strategy for local college campuses</li></ul> <b>Comcast Center</b> , Philadelphia, PA<br><i>Usher/Ticket Sales</i><br>May - August 2017 <ul style="list-style-type: none"><li>• Processed in-person ticket sales and pick-up for concerts and events attracting thousands of customers of all ages and backgrounds</li><li>• Greeted guests and escorted individuals to special box seats or reserved seating areas</li></ul> |
| <b>Additional Experience</b> | <b>Art + Design Department</b> , West Chester University<br><i>Student Worker</i><br>August 2018 - May 2019 <ul style="list-style-type: none"><li>• Assisted with data entry of student assignments and exhibitions in Excel</li><li>• Provided administrative support including answering and directing phone calls, general inquiries about the program, and interacted with students and faculty</li></ul> <b>Lower Paxton Township Recreation Camp</b> , Harrisburg, PA<br><i>Summer Camp Counselor</i><br>June - August 2016 <ul style="list-style-type: none"><li>• Developed social, educational, and athletics events and programs for campers</li><li>• Directly managed a group of 15 adolescent campers and collaborated with other counselors on group activities</li><li>• Demonstrated patience, maturity, and creativity when providing support to campers who were homesick, experiencing conflict, and other adjustment issues in camp</li></ul>   |
| <b>Activities</b>            | High Street Harmonix, September 2017 - present<br>Habitat for Humanity, August 2017 - May 2018<br>The QUAD, January - May 2018  |
| <b>Special Skills</b>        | AutoCAD, Music Composition, Piano, Audio Engineering  |