

Linda Hudson

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QUALIFICATIONS- Accomplishments in both public and private sector administration. Strong written and verbal communication skills. Adept research skills; successful problem solver, known for cost-conscious negotiation skills. Self-motivated and able to handle multiple projects simultaneously. Areas of expertise include: Small grant and proposal writing, project and staff management, budgeting skills.

EXPERIENCE

(2003-Present)

ADMINISTRATIVE ASSISTANT - *The Sutton Area Community, Inc., New York, NY*

Responsibilities include; secretarial duties, messenger duties, bulk mailings, edit and layout of quarterly news bulletin, maintain membership database, provide technical service for computer and software, interface with committee chairmen and graphic designers, musical production for fundraisers, grant and fundraising duties.

(2003 to Present)

ADMINISTRATIVE DIRECTOR – *Jazzmobile, New York, NY*

Administrative Director for the Education Department. Responsibilities include logistical planning, liaison with Dept. of Education, recruit students and hiring teachers, coordinate and execute outreach strategies, produce final student and faculty presentation. Represent organization at various conferences and produce concerts.

(Present)

MUSICIAN- *Self employed, New York, NY,*

Transcriber for various musicians in the area. Copyist for Broadway musician, performer and arranger, Peter Howard (*Chicago*), teacher, advisor, coach and bandleader, accompanist for vocal classes, corporate musician for the Rudin Management Co., as soloist to 16-piece big band.

(2001-2002)

ADMINISTRATIVE DIRECTOR – *Sam Ash Music, New York & Hicksville, NY*

Salesman, to Assistant to, then Administrative Director for Educational Services. Starting as a commissioned salesman sell all instruments; then Assistant to and then Administrative Director, duties included; determining school bid prices for the NY Board of Ed., schools in the US and international schools and government institutions. Filled all purchase orders, billing, ordering instruments and sheet music directly from the manufacturer, packing and shipping items to customers.

(1988-2000)

ADMINISTRATIVE ASSISTANT PLUS- *Winthrop, Stimson, New York, NY*

Assistant to the Director of Information Services. Administrative duties included working for four managers, LAN, Help Desk, Training and Development. Coordinated departmental travel for the US and overseas. Responsible for equipment and software including purchasing, licenses, testing and contracts.

MUSICAL DIRECTOR - *Standing Ovation (children's theater) New York, NY*

Musical director and accompanist for theater productions. Drafted charts, supervised musicians and staff, drafted progress reports. Instructed children on various musical production numbers.

ADMINISTRATIVE CONSULTANT: *AIG, New York, NY*

Responsible for the design and implementation of insurance forms utilizing two programming languages. Proofread documents, conceptualized formats.

ADMINISTRATIVE ASSISTANT- *Various Temporary Agencies, New York, NY*

Various secretarial, desktop publishing, bookkeeping and receptionist duties from designing insurance forms to assisting in the design of overseas bank machine screens for JP Morgan. Designed PowerPoint presentations.

EDUCATION & SKILLS

College: *Indiana State University, Terre Haute, IN*

Degree: Associate Degree, Performance, Music and Drama, (Mathematics minor)

Typing: 86 wpm, MS Office Suite