




# CARMEN WOODRUFF

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CarmenWoodruff.com 

## MUSIC EDUCATOR & CONTEMPORARY PERFORMER

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### SUMMARY

**Award-winning music professional** offers a diverse array of unique experiences as a vocal coach, contemporary performer, professor and university administrator in the United States and abroad. Teaching experience spans from community masterclasses to curriculum building for pre-schoolers as a STEAM fellow at a children's museum to preparing international college students for contemporary U.S. master's programs to operating a private studio based in Michigan for "superstars" of all ages and levels. Areas of expertise include audition and competition preparation, repertoire curation, music college coaching, confidence building and overall development. For additional information and a full performance resume, visit CarmenWoodruff.com.

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### EXPERIENCE

**CARMEN  
WOODRUFF VOCAL  
STUDIO**  
2012 - PRESENT

#### Contemporary Vocal Coach

Tailor online voice lessons and curriculum for students ranging in age from 3-60+, offering private Zoom recitals and masterclasses for students and their families throughout the year; host a joint virtual student showcase bi-annually.

- Consult with students to build a weekly lesson plan specific to individual goals and needs.
- Teach 30, 45, 60 and 90-minute sessions, incorporating anatomical exercises, vocal warm-ups and repertoire.
- Work alongside students to help achieve goals: sight reading, theory, tone, delivery, memorization, etc.
- Feature students on social media LIVE broadcasts when they're ready, providing recording after performance.
- Provide support and after lesson notes with feedback as well as resources for students to study week-to-week.
- Coach students on marketing themselves as musicians and preparing professional portfolio items.

**DETROIT INSTITUTE  
OF MUSIC  
EDUCATION (DIME)**  
JANUARY 2019 -  
PRESENT

#### Adjunct Professor

- Serve as private instructor for vocal majors registered in the Contemporary Music Performance (CMP) program.
- Teach and tailor contemporary performance and marketing-for-musicians based college courses concentrated on technique, professional development and industry standards.
- Lead as interim area coordinator for vocal faculty, advocating for students and guiding colleagues in regards to curriculum and best practices (September - December 2019).
- Actively participate in community outreach programs as vocal faculty (master classes, summer camps, etc.).

**ITS MUSIC SCHOOL,  
WUHAN, CHINA**  
MAY 2017 -  
JUNE 2018

#### Faculty

In conjunction with students and interpreters from Wuhan Conservatory, taught contemporary methods and techniques.

- Worked one-on-one with student and translator, preparing for auditions, performances and every day vocal maintenance.
- Incorporated music history component from a contemporary approach into homework assignments: jazz history, blues, women in jazz.

- Instilled confidence in student's growing English skills, requiring back and forth conversations.
- Prepared student for master's college entry testing through sight reading, music theory and repertoire development.
- Checked student's homework and reviewed materials together, preparing lesson plans ahead of session(s).

**TUFTS UNIVERSITY,  
BOSTON,  
MASSACHUSETTS**  
SEPTEMBER 2016 -  
JANUARY 2018

### **Admissions Counselor**

Contributed marketing background as asset to the team, presenting the inaugural newsletter, supporting 50+ interview days and providing creative ways to engage and retain prospective and accepted students.

- Prepared statistics for committee meetings comprised of executive faculty members.
- Spearheaded social media campaign brainstorming, devising informational sheets and other promotional materials.
- Represented the company at regional conferences and trade shows.
- Counseled domestic and international students on the application process, which included reviewing 5,000+ submissions.
- Supported student organizations, planning symposiums and conferences.

**BERKLEE COLLEGE  
OF MUSIC, BOSTON,  
MASSACHUSETTS**  
JULY 2015 -  
JULY 2016

### **Post Master's Fellow**

Serviced campus, assisting in launching the first-ever Berklee College of Music master's programs offered in the United States, supporting high-profile administrators and artists from around the globe.

- Served as contributor to About.com in featured interview with Ella Fitzgerald's son, Ray Brown, Jr.
- Wrote and produced one-woman show as continuation of thesis project with special visit to Carnegie Hall and support from Berklee and Boston Conservatory professors and deans.
- Collaborated with marketing and publicity teams externally and internally to provide assistance with campaigns and events, writing copy, executing key messaging, photo shoots, press conferences and materials.
- Conducted informational sessions with parents and students via SKYPE, phone and e-mail in conjunction with marketing, enrollment and admissions.
- Assisted with planning and budgeting for events to engage and attract alumni in Boston and Valencia.
- Represented team at fairs and recruitment events, submitting written recaps.

## **EDUCATION**

**BERKLEE COLLEGE  
OF MUSIC**

### **Post Master's Fellowship**

Boston, Massachusetts

**BERKLEE COLLEGE  
OF MUSIC**

### **Master of Music, Contemporary Performance**

Valencia, Spain

**UNIVERSITY OF  
NEVADA, LAS VEGAS**

### **Bachelor of Arts, Music**

Las Vegas, Nevada

**UNIVERSITY OF  
NORTH CAROLINA  
AT CHAPEL HILL**

### **Bachelor of Arts, Journalism and Mass Communication (public relations sequence)**

Chapel Hill, North Carolina