



## Emily Jones

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32200 Joaquin Dr Acton, CA 93510 USA  
D.O.B. 09/11/1998   Martial Status: Single

### Profile

- 190-hour TEFL (Teaching English as a Foreign Language) certification with Intl. Tefl Academy
- Upper-Intermediate level in Spanish
- Excellent communication
- Positive/quick learning process
- A "people" person
- Creative, flexible personality
- Family history in flight-attending (Grandmother)

### Degrees & Awards

- Los Angeles County High School for the Arts – High School Diploma (Graduated 06/2017)
- Honor Roll (4.0 Grade Point Average) for junior and senior year of high school
- Mentor of the Year – senior year of high school, music department

### Experience

#### **CO-FOUNDER OF NONPROFIT ORGANIZATION "MOD INDEX"**

CALIFORNIA INSTITUTE OF THE ARTS   VALENCIA, CA   NOV/2017-PRESENT

Co-found organization with Sarah Reid that specializes in providing free and accessible technology education and workshops to underprivileged girls in Los Angeles, CA.

- Created local community events such as concerts, original work exhibitions, team-building activities and brainstorming ideas in order to create a more collaborative and inclusive artistic and technological community for girls, especially from low-income and outreach students.
- Social media content creation, website design, creating all original business materials

Example of community event: <https://m.youtube.com/watch?v=KhFIQFrJPQ8&t=244s>  
<https://www.modindex.org>

#### **STUDENT UNION REPRESENTATIVE**

CALIFORNIA INSTITUTE OF THE ARTS   VALENCIA, CA   SEP/2017-PRESENT

- Provided office hour for the student body to address any needs, complaints, and suggestions for the operations of the university.
- Guided students in need of emotional support (through counseling hours) and financial support (through fundraisers and our university food bank).

- Worked with university administration of the highest level to operate grants for the student body's academic projects.
- Organized weekly events to gather and socialize the student body, and to encourage collaboration between multidisciplinary artistic practices.

### **CONCERT TECHNICIAN/PRODUCTION TEAM MEMBER**

CALIFORNIA INSTITUTE OF THE ARTS    VALENCIA, CA    SEP/2017-MAY/2018

- On-stage assistance to performers
- Provided on-site training to new production employees
- Produced 5-7 concerts weekly—including personal university recitals, and guest performances
- Became proficient in all technological aspects, including set-up, lighting, live-sound, recording, arranging, engineering, as well as smooth execution of concerts
- Trained at off-campus venues such as collaborative institutes and the infamous Troubadour nightclub venue in Los Angeles, CA. Managed the on-floor production with all technological aspects, as well as mixing and arranging the live performance sound while working with a team, planning our strategies, and thinking on the spot.

### **AMBASSADOR FOR NONPROFIT ORGANIZATION "CHANGELINGZ - JUSTIN TIME"**

VALENCIA, CA    2012-2013

- Helped co-find the nonprofit "Justin Time's Children House" with Shawneen Ruby and Rene Urbanovich to help terminally ill children and their families create lasting memories through music and art during the difficult process of grieving.
- Raised funds for the children's house through music album productions as the band "Changelingz" with five other girls.

## **Volunteering**

### **YOUNG PRODUCER'S GROUP / THE LOS ANGELES CHILDREN'S INSTITUTE (NONPROFIT)**

COMPTON, CA    2015-2017

Conducted free music technology lessons to underprivileged children residing in the poor neighborhood of Compton in Los Angeles to children between the ages of 7-12 once a week for my junior and senior year of high school.

### **IN LOS ANGELES, CA**

- Collected clothing and food to serve poor neighborhoods with "The Los Angeles Mission" [Summer 2014]
- Volunteered many hours helping my high school office [2013-2017]:
  - Helped run new-student orientations, testings, and theater auditions (always offered a helping hand).
- Donated my time and participated in many charitable events, offering my music and singing for local events.