SHUREE ENKHBOLD

ARTS ENTREPRENEUR

CONTACT

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www.shureepiano.com

Tucson, AZ 8719

PROFILE

I am a Doctoral candidate with a business and administrative background and a proven track record of leadership. I have a strong work ethic and an attention to detail that I have developed through many professional endeavors.

WORK EXPERIENCE

INSTRUCTOR OF RECORD (CLASS PIANO TA)

UNIVERSITY OF ARIZONA | AUG 2016 - PRESENT

- Worked as a primary instructor for piano courses
- Successfully obtained funding for installation and licensing of SMART Board technology
- Develop course curriculum integrating SMART Board Learning Suite
- Administrated midterm and final exams

ADMINISTRATIVE ASSISTANT

STEINWAY & SONS | DEC 2015 - AUG 2016

- Handled all sales documents
- Maintained regular communications with NYC office and ensured proper reporting deadlines were met
- Maintained accurate records of vendor invoices, P.O. requests, and inventory files
- Supported and facilitated communication and logistics with freight/movers
- Supported promotional activities and social media efforts

GENERAL MANAGER/BOARD MEMBER

GIANT STEPPES OF JAZZ NGO | JULY 2010 - PRESENT

- Assisted in writing grant applications
- Organized fund-raising events and concerts
- Prepared financial reports for sponsors
- Maintained ongoing contacts with potential sponsors
- Assisted the board in developing and improving program.
- Recruited and maintained ongoing contact with volunteers
- Acted as the spokesperson of GSJ and promoted awareness of GSJ
- Act as a Board Member (present)

BUSINESS OWNER

SHUREE PIANO STUDIO | 2007 - PRESENT

- Marketed the studio and benefits of music education
- Administrated and maintained www.shureepiano.com
- Wrote studio and payment policy
- Organized the studio annual concerts

EDUCATION

DOCTOR OF MUSICAL ARTS | 2016- 2019

SCHOOL OF MUSIC, U OF A, **GPA: 3.93**

ENTREPRENEURSHIP

NEW VENTURE DEVELOPMENT | 2017 - 2018

COLLEGE OF MANAGEMENT, U OF A, **GPA: 4.0**

PROFESSIONAL AND CREATIVE ENDEAVORS

PULSAR VENTURE| CURRENT

- FOUNDER

MUSIC ACROSS BORDERS| CURRENT

- OBTAINED FUNDING FROM MEDICI TO TEACH AND PERFORM THROUGHOUT MEXICO

CARNEGGIE HALL| 2016

- DEBUT SOLO PERFORMANCE

RAVEL ON THE BEACH| 2016

- PRODUCED AND STARRED IN MUSIC VIDEO

147 PIANOS| 2016

- FEATURED IN DOCUMENTARY MOVIE

ORCHESTRAL ENGAGMENT| 2014

- SOLOIST WITH LYNN PHILHARMONIA

AWARDS

MEDICI SCHOLARSHIP| 2018

- UNIVERSITY OF ARIZONA

GRADUATE FELLOWSHIP| 2017

- UNIVERSITY OF ARIZONA

OZAN MARSH SCHOLARSHIP| 2016

- UNIVERSITY OF ARIZONA

FULL TUITION SCHOLARSHIP| 2014

- LYNN UNIVERSITY

SKILLS

Highly Proficient in Excel
Project management
Market research
Business plan devlopment
Online marketing
Website development
OpEx Budgeting
Financial modeling
Public speaking