

Emelie Hart Latzer

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WORK EXPERIENCE

The Douglaston Country Club (Current)

- **Member Relations Assistant:** Providing administrative support and working directly with club leadership team including General Manager, Catering Manager, Chef, and Treasurer. Duties include: updating and sending out member newsletters, daily dining, activities & club event emails. Updating profiles and financials in club's membership CRM system (*Jonas Club Management*). Creating event flyers and menus on *Canva*, input take-out orders, and using excel to organize member finances. Curating and updating the website.

Queens College CUNY Aaron Copland School of Music – Eisman Center for Preparatory Studies in Music (ECPSM) (July 2018-August 2023):

- **Assistant Director Musical Theater Camp (Summer 2023):** Work with Camp Director, faculty, volunteers and ECPSM leadership to plan camp activities, including workshops, individual student coaching sessions, master classes and final student showcase. Ensure smooth day-to-day operations of camp and serve as main point person in Director's absence.
- **Children's Music Program Administrator (September 2021-September 2022):** Provided administrative support to Director and faculty of children's music school that offers training for all orchestral and band instruments, voice, Suzuki piano, composition, and musicianship as well as orchestra, jazz ensemble, chamber music and chorus programs.
- **Camp Counselor (Summer 2018-2021):** Work with children aged 6-16. Provide acting and vocal coaching, repertoire selection, as well as directing and blocking scenes for musical and acting performances.

Networks Tours Theatrical Production Company (September 2022-May 2023):

Fiddler on the Roof Broadway North American Tour- Bartlett Sher, Director

Toured with company as an Ensemble/Swing/Understudy cast member covering multiple roles including the principal characters Hodel, Fruma-Sarah, and Tzeitel

Private Voice, Acting & Audition Coach (2019-present):

Work with children, teens, and young adults. Students have booked national tours, commercials, and episodic television.

Volunteer Work:

Preservation Long Island (2018-2019): Assist with fundraising events for historic preservation non-profit.

EDUCATION

New York University: Bachelor of Music, Vocal Performance: Music Theatre, *magna cum laude*

Fiorello H. LaGuardia High School of Music and Art & Performing Arts: Vocal Music Major, *with honors*

SPECIAL SKILLS:

Mandarin Chinese (basic knowledge); Sight Singing, Ukulele, basic Piano/Keyboard and Guitar; Improvisation; iMovie, GarageBand, Canva, SoundTrap; Microsoft Word/Powerpoint/Excel, Pages, Google Docs/Slides/Drive, Zoom