

# RENZO DECARLO

111 W Centre St., Apt 1903  
Baltimore, MD  
(407) 907-5480  
renzodecarlo@gmail.com

## EDUCATION

### The Peabody Institute of Johns Hopkins University

Master of Music, Clarinet Performance

Baltimore, MD

Anticipated May 2025

### Florida State University, College of Music

Bachelor of Music, Clarinet Performance (with Honors in the Major) *cum laude*

Minors: Economics

Certificate: Music Entrepreneurial Studies

Tallahassee, FL

May 2023

### Eastman Leadership Academy

Rochester, NY (virtual)

June 2022

## EXPERIENCE

### Tallahassee Symphony Orchestra

#### Administrative Intern

- Market performances through social media campaigns, e-mail blasts, communication with partner organizations, and print media.
- Interface with patrons, musicians, and board members at rehearsals, concerts, and donor events.
- Prepare analytical reports for full-time staff, executives, and the Board of Directors.
  - Presented a report on sales and viewership on live streaming efforts to the Board of Directors resulting in the termination of the program, saving the organization over \$25,000 dollars for the next fiscal year.
- Assist with the organization's operations and logistics for artistic events in a project-oriented manner.

Tallahassee, FL

September 2022 - May 2023

September 2021 - May 2023

#### Box Office Team Member

- Work closely with the Director of Patron Services to provide patrons with a frictionless concert-going experience.
- Sell tickets and subscriptions in-person and over the phone via a digital CRM platform.

### Florida State University - College of Music

#### Production Assistant

- Manage operations for College of Music events including student and faculty recitals, classes, and large ensemble performances.
- Perform physically demanding and repetitive tasks involving stage equipment and instruments.
- Operate audio-visual recording equipment and software for concerts.

Tallahassee, FL

May 2022 - May 2023

## Studio Orchestra at Florida State University

### President

- Founding member supervising the general operation and artistic planning for the organization.
- Manage the executive board, faculty advisory board, and chair meetings.
- Cultivate relationships with potential donors and liaise with partner organizations or university administration.
- Draft mission, vision, and values, and establish operational standards via a comprehensive framework for the organization.

Tallahassee, FL

August 2022 – July 2023

### Vice President and Interim Treasurer

August 2021 – July 2022

- Create lasting partnerships with various institutions at Florida State University.
- Execute artistic projects and direct collaborative partnerships.
- Facilitate board meetings and music recruitment.
- Manage financial records and spearhead a fundraising campaign resulting in over \$10,000 dollars of financial support for the organization.

## Theme Street Pictures

Orlando, FL

### Team Lead

March 2017 – April 2019

- Manage a team of cashiers, photographers, and greeters.
- Float between various roles to fill in gaps in personnel as needed.
- Resolve conflicts or concerns with patrons that escalated beyond the control of a team member.

March 2017 – April 2019

### Team Member

- Communicate with groups of patrons in multiple languages to ensure an enjoyable experience.
- Pose and photograph customers (newborns to elderly).
- Manage cash registers and check-out counter.

## HONORS AND AWARDS

Florida State University Garnet and Gold Scholars Society

April 2023

Florida State University Honors in the Major

April 2023

Lucilla Gumm & Wilet Housewright Memorial Fund Scholarship

2019 – 2023

Tallahassee Music Guild Scholarship

January 2020

## SKILLS

### Language and Communication

Spanish – Advances proficiency; Native speaker

French – Basic proficiency; Specialized coursework

### Technology/Software

MacOS and Windows

Microsoft Office

Adobe Suite – InDesign and Premiere Pro

Canva

Patron Manager CRM (Salesforce)