

# Lisa Natalia Edelman

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## Experience

### **BORDERS BOOKS, MUSIC & CAFÉ**

**May 2003-Sept 2005**

**Ryan Thomas, Asst. Manager/661-286-1131**

Café Seller

- ~espresso barista
- ~serving pastries, drinks and preparing sandwiches
- ~cleaning and maintenance of displays and kitchen
- ~STRONG requirement of customer service

### **CALARTS JAZZ DEPARTMENT**

**Sep. 2003-May 2004**

**David Roitstein, Dept. chair/661-255-1050**

Concert Schedule Coordinator

- ~coordinating schedule of sound equipment between various departments
- ~maintaining schedule of various ensembles for scheduled concert dates
- ~setting concert schedule for the Wednesday & Friday "Jazz Concerts At Noon" Series
- ~balancing schedule for both faculty & student groups

### **PARADISE BAKERY**

**June-August 2001**

**Stacy Kross, Manager/917-925-8575**

General Employee

- ~Serving baked goods, ice cream and beverages
- ~espresso barista
- ~cleaning of displays and kitchen
- ~front-of-store sample presenter

## Additional Skills

- Excellent written and oral communication skills.
- Several years experience coordinating schedules, materials and agendas.
- 2+ Years Experience with high-pressure high revenue sales environment.
- Mac, PC, AS-400 Platforms.
- MS Word, Excel. MS Outlook.

## Education

**Master of Fine Arts, Trumpet Performance.** California Institute of the Arts, Valencia, CA.  
2004. GPA: 3.5

**Bachelor of Music, Trumpet Performance.** Eastman School of Music, Rochester, NY.  
GPA 3.6