

FRANCIS HARPER

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EDUCATION

Northwestern University, Evanston, IL
Bachelor of Music in **Flute Performance**, Bachelor of Arts in **French (5-year Dual Degree)**
Minor in **Arts Administration**; Expected June 2023
GPA: **3.89/4.00**

RELEVANT EXPERIENCE

Alumni Relations and Development, Northwestern University, Evanston, IL

Development Intern, Oct. 2019 – Present

- Enhance office productivity by completing extensive donor mailings, data entry, and prospect research
- Edit 800 handwritten thank-you notes for quarterly Thank-a-Thon program and Thank-a-Donor Week
- Generate reports and lists, uploaded Contact Reports and Mass Updates to *CATracks* (donor/alumni tracking system)
- Analyze data for Parent and Family Giving and Direct Mail teams
- Organize *CATracks* IDs, student and parent names, and sports into a report for 19 Athletics programs

Bienen School of Music, Northwestern University, Evanston, IL

Flute Player, Sept. 2019 – Present

- Balance 16+ hours of practice each week with coursework and extracurricular activities
- Collaborate with colleagues to improve chamber, ensemble, and solo music
- Lead section in Symphonic Band and rehearsals to make consistent progress towards tangible goals

The Atlanta Opera, Atlanta, GA

Arts Administration Intern, June 2019 – Aug. 2020

- Drafted press releases for each of the Opera's 3 mainstage performances for the 2020-2021 season
- Utilized Tessitura to complete ticket exchanges and create call lists
- Identified and researched prospective group sales patrons, resulting in a 10% increase in group sales

Auditorium Theatre of Roosevelt University (ATRU), Chicago, IL

Development Intern, Sept. 2019 – Dec. 2019

- Oversaw annual Devil's Ball and Gala events for 500+ attendees each; created auction signs, proofread materials, wrote thank-you letters to 45 sponsors and donors, completed day-of event tasks
 - Researched membership programs at 15 similar venues and organizations
 - Developed new program proposal for ATRU and presented ideas to Board of Directors
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SELECTED PERFORMANCES

Northwestern University Chamber Orchestra, Evanston, IL

Sept. 2019 – Present

Northwestern University Bienen School of Music Student Recital, Evanston, IL

May 2019, May 2020

LEADERSHIP EXPERIENCE

Zeta Tau Alpha, Northwestern University, Evanston, IL

Vice President – New Member Coordinator, Sept. 2020 – Present

- Facilitate 8-week educational curriculum to develop new members, focusing on leadership, chapter history, and the membership experience
 - Lead a 5-person committee to execute weekly programs, meetings, and events for new members
- Sisterhood Chair*, Jan. 2020 – May 2020
- Planned and coordinated bi-weekly events for 120 chapter members based upon member input and expressed need, increasing participation by 20%
 - Developed and implemented new ideas for big-little sister program to foster relationships between 40 new members and active members

Bienen School of Music Student Advisory Board, Evanston, IL

Member, Sept. 2019 – Present

- Create community within the Bienen School of Music by promoting communication between more than 600 students, faculty, and University administration
 - Collaborate with 11 students to initiate meaningful conversations among Bienen students regarding needs, expectations, and desired learning opportunities and present outcomes to faculty each quarter
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SKILLS

Computer: Proficient in Microsoft Office, Constant Contact, Tessitura

Language: Fluent in French