

Jessica Encarnacion

linkedin.com/jencarnacion-nu | (515) 999-9999 | jencarnacion@u.northwestern.edu

EDUCATION

Northwestern University, Evanston, IL

Ph.D., Musicology

Anticipated Sept 2025

M.A., Musicology

Sept 2020

Reflective and Effective Teaching Certificate, Searle Center for Advancing Learning & Teaching

June 2022

Indiana University Bloomington, Bloomington, IN

B.A., Music; GPA: 3.87, *magna cum laude*

May 2018

RELEVANT EXPERIENCE

Chicago Symphony Orchestra, Rosenthal Archives Intern

Chicago, IL | Sept 2023 – June 2024

- Managed and maintained archive catalogue database (DBTextworks), ensuring it contained up-to-date information on the orchestra's programming.
- Edited content for the "From the Archives Blog"; developed pitches and created new blog content.
- Wrote, proofread, and edited curatorial content for the archive's WWI exhibit, "A Time for Reflection – A Message of Peace."

University of Chicago Press, Student Editorial Assistant

Chicago, IL | Sept 2020 – Mar 2021

- Acquired and prepared manuscripts for publication in collaboration with the editorial director for the humanities and social sciences.
- Proposed and implemented a company-wide digital system to organize old submissions, creating more storage space for current projects onsite.

RESEARCH & TEACHING

Northwestern University, PhD Researcher & Fulbright Fellow

Paris, France & Evanston, IL | Sept 2018 – Present

- Designed and conducted original, independent research on a broad range of subjects in music history.
- Translated 18th-century French documents into English to ascertain and analyze their political content.
- Established self-directed research schedules and organizational strategies for archival work, with limited supervision from Université Paris-Sorbonne faculty.
- Supported department faculty in proofreading and editing scholarly articles and books.

Northwestern University, Instructor of Record

Evanston, IL | Mar 2023 – Sept 2024

- Managed and developed curriculum for three sections of general music courses for non-majors.
- Wrote and delivered 80-to-160-minute lectures for classes of 9 to 26 students over 6-to-10-week quarters.
- Designed, edited, and evaluated student writing assignments; provided written feedback weekly.
- Received average course/teacher evaluation score of 5.2/6.

Northwestern University Center for Civic Engagement, CHI Participant

Chicago, IL | June 2021 – Aug 2021

- Selected for inaugural Chicago Humanities Initiative (CHI) cohort of 8 to apply seminar content around the engagement with community partners through an 8-week virtual internship with Axis Lab.
- Supported Axis Lab public arts project with research on COVID-19 impacts on various communities.

SKILLS

Microsoft Office Suite (Word, Excel, PowerPoint)

Knowledgeable in *Chicago Manual of Style* practices

French (fluent), German (conversational)