

# Jessica Encarnacion

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## EDUCATION

**Northwestern University**, Evanston, IL

Ph.D., Musicology

(Anticipated) Sept 2022

M.A., Musicology

Jun 2018

Graduate Certificate in Teaching from Searle Center for Advancing Learning & Teaching

Jun 2020

**Indiana University Bloomington**, Bloomington, IN

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

May 2014

## RELEVANT EXPERIENCE

**Chicago Symphony Orchestra**, *Rosenthal Archives Intern*

Chicago, IL | Sep 2019 – March 2020

- 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 2016 – Jun 2017

- 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 EXPERIENCE

**Northwestern University**, *PhD Researcher & Fulbright Fellow*

Paris, France & Evanston, IL | Sept 2014 – Present

- Designed and conducted original, independent research on a broad range of subjects in music history.
- Translated 18th-century documents from their original French 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 | Jan 2018 – Sept 2020

- 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.

## PROFESSIONAL DEVELOPMENT

**Northwestern University Chicago Humanities Initiative**, *Participant*

Chicago, IL | July 2020 – Aug. 2020

- Selected for summer cohort to connect seminar content around the practices of public humanities models and methods to an 8-week virtual internship with Axis Lab.
- Supported Axis Lab public arts project with research on COVID-19 impacts on Indigenous, Asian American, Latinx, and African American communities.

## SKILLS

Microsoft Office Suite (Word, Excel, PowerPoint)

Knowledgeable in *Chicago Manual of Style* practices

French (fluent), German (conversational)