

# Megan Rasmussen

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## Experience

### **Watkins Printing and Party Store** – Copy Center Assistant (2025)

- Providing support to customers over the phone, email, and in person, including handling orders, checking out, and answering questions, and liaising with other departments and management to address issues
- Operating and navigating various computer software, printers, and other equipment to design, edit, print, and finish orders for customers on time

### **League of American Orchestras** – Student Leadership Council Conference Advisor (2024-current)

- Planning and executing student events for the League of American Orchestras 2025 Conference
- Hosting student constituency events, including co-hosting a seminar at the 2025 Conference for the Student and General Managers and Operations Constituencies.

### **Utah Flute Association** – College Representative General Board (2024-2025)

- Coordinating and executing events for the Utah Flute Association
- Involving local flutists and students in my area in UFA activities

### **Utah Symphony** – Intern (2024)

- Coordinating with the Front of House Manager to oversee concert execution at the 2024 Deer Valley Music Festival to ensure smooth operation, including coordinating volunteer assignments and training
- Designing and preparing documents and posters for special events and community outreach
- Planning and executing a special event for volunteers to thank them for their service

### **Caine College of the Arts** – Ambassador (2023-2025)

- Utah State University Caine College Ambassador; serving as the face of the Caine College of the Arts
- Assisting with event production, recruitment, and interacting with donors and potential students.

### **National Flute Association** – Convention Registration Assistant (2023)

- Assisting with the check-in and registration of hundreds of members at the 2023 National Flute Association Annual Convention in Phoenix, AZ
- Providing general guidance and assistance throughout the Convention

### **Merrill-Cazier Library at Utah State University** – OER Assistant (2023-2025)

- Procuring and creating quality zero-cost and open learning materials for professors and students
- Researching current trends in education and costs to students, and compiling data

### **Fox Pest Control** – Customer Service Representative (2022)

- Providing support and assistance to customers over phone calls and email, including answering questions, addressing concerns, and scheduling

## Skills

- Microsoft Office 365
- Website design
- Adobe Suite
- Google Suite
- Canva
- Qualtrics

## Education

Utah State University, Bachelor of Music in Flute Performance

May 2025

- Graduated *summa cum laude*