

# Juliet N. Maglitta

**Music Educator,  
Administrator,  
Flutist**

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Juliet Maglitta 508.498.0903 [juliet.maglitta@gmail.com](mailto:juliet.maglitta@gmail.com)

Personable and organized music educator, administrator, and flutist. Successfully managed the music department, schedules, events, and inventories of an arts center while maintaining my own private lesson studio and instructing youth music courses.

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## Key Skills

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|-------------------------|----------------------------|------------------------|
| ✓ Organizational skills | ✓ Customer services skills | ✓ Communication skills |
| ✓ Troubleshooting       | ✓ Collaboration            | ✓ Database management  |
| ✓ Project management    | ✓ Initiative               | ✓ Computer skills      |
| ✓ Decision-making       | ✓ Software skills          | ✓ Adaptability         |

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## Experience

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### Hopkinton Center for the Arts / Private Lesson Teacher

August 2021 - PRESENT, Hopkinton, MA

- Instructs on-on-one flute, piano, and ukulele lessons for children ages 3-14.
- Creates practice assignments in accordance with Massachusetts music frameworks.
- Organizes and oversees annual student recitals.

### Hopkinton Center for the Arts / Patron Services Specialist

February 2023 - March 2023, Hopkinton, MA

- Maintained office supply inventories and handled all shipments being sent/received.
- Utilized Microsoft, Google, FamCom, and Altru applications to process class registrations, box office ticket requests, and art sales.
- Answered client questions regarding class registration, box office, and events via phone, in-person conversations, or email.
- Edited/maintained the HCA's database systems for the art, ceramics, dance, theater, and music departments.
- Communicated with the Director of Operations to organize and support the Membership & Volunteer Programs.

### Hopkinton Center for the Arts / Director of Music

August 2022 - February 2023, Hopkinton, MA

- Recruited, hired, trained and evaluated music staff and private lesson instructors.
- Maintained a studio rental system and invoiced all 1099 employees.
- Developed and oversaw all curriculum for the HCA music education program.
- Developed, oversaw, and maintained HCA Choral & Instrumental programs.

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**Worcester Public Schools / K-6 Music Teacher**

2021-2022 School Year, Worcester, MA

- Instructed large group K-6 general music classes in synchronous & asynchronous models.
- Developed and instructed a 60-student program for woodwind & brass lessons.
- Communicated with administrators, colleagues, and parents on a daily-basis.

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**Education**

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**Anna Maria College / BM Music Education**

August 2017- May 2021, Paxton, MA

Graduated Magna Cum Laude with a focus in flute studies and elementary pedagogy.

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**Certifications**

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**MTEL Music - Passed** (Summer 2021)

**Social Emotional Learning Endorsement** (Spring 2020)

**English as a Second Language Endorsement** (Fall 2019)

**MTEL Communication & Literacy - Passed** (Summer 2018)