

CARMELLA CONSTANCIO

MUSICIAN

Voice, Piano, Percussion, Recording, Keyboards

Prior US Navy Musician - United States Armed Forces
School of Music

Carnegie Mellon University - Private Piano, Theory &
Harmony, Solfeggio, Eurhythmics

Seton Hill University - Private Piano & Voice, Theory,
Harmony, Music History

Foundation College - Multi Media Graphic Design

Jazz, Classical, Rock, R&B, Country, Latin, Christian
Performances throughout the United States and Italy

Notable Performances:

Sang National Anthem acapella 60,000 in attendance

National US Football 49er's vs. NY Giants

Ceremonial Performance for King & Queen of Spain

Jazz Performance for Heads of State, Council Generals,

Olympic Boxing Team - Castel Nuovo Naples, Italy

Monterey Jazz Festival, Berkeley Jazz Festival,

Santa Cruz Jazz Festival - California

Original Music: Spotify, Amazon, IHeart, Apple Music,
Pandora, Deezer, and more...



CARMELLA CONSTANCIO - VOICE, PIANO, PERCUSSION

<https://www.youtube.com/@carmellaconstancio>

<https://www.instagram.com/carmellaconstancio>

<https://www.tiktok.com/@carmellaconstancio>



CARMELLA CONSTANCIO

EXECUTIVE PERSONAL & VIRTUAL ASSISTANT

Honorably discharged USN Military Veteran with over 10 years of Executive Office and Personal Assistant duties to include: Intermediate Microsoft Office, preparing Excel spreadsheets, Power Point presentations, Outlook customer/vendor/client management, Word documents - completing forms & office correspondence, meeting minutes & reports, managing files, Entry Quick Books invoice/purchase orders, appointment scheduling, problem solving, booking US hotels/air/conference rooms, establishing business relationships. Using Social Media platforms to include: Wix & WordPress Web Design, Facebook, Twitter, LinkedIn, Instagram, YouTube, Mail Chimp. Political & cultural awareness.

COMPUTER EXPERIENCE

| | | | | |
|----------------------|-------------------|------------------|---------------------|-----------|
| Microsoft Office | Word/Excel | Power Point | EndNote/Sales Force | Instagram |
| iContact Marketing | Basic Quick Books | AI / ChatGPT | Outlook/CMR | X |
| Scan & Digital Photo | You Tube Video | Wix & Word Press | Basic Web Design | Tiktok |

EDUCATION

Associate in Computer Studies & Business Management - Dean's List GPA 4.0
The University Of Maryland – Italy Napoli, Campania
Certificate (1 year) in Graphic Design Multi-Media Social Media – Graduated 3rd in Class.
Foundation College - San Diego, CA
US Navy in Administrative Public Relations Morale & Welfare Recruiting
US Navy Little Creek - Virginia Beach, VA & Orlando, FL
US Navy Band San Francisco
Administrative Assistant, Musician Vocalist Piano & Percussion
Television Production and Journalism Studies
Cal State Hayward - Hayward, CA
Music Theory, Music History, Piano, Voice
Seton Hill University - Greensburg, PA
Beginner’s Foreign Language
La Verne University - Italy Napoli, Campania

WORK HISTORY

Carmella Constancio

Executive Personal Assistant & Virtual - To Include Musical Recordings

Apr. 2012 – Present

Independent Contractor, Temp & Agency Positions – Kelly Services Tampa, FL

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|---|--|---|
| Interviewing Artists & Musical Intros and Outros | Westek Corporation Sewline Products Tokyo Japan | English Transcripts, Interviews, Creating Music for Interviews |
| Sales/ Power Point Presentations | Temp. Hoag Hospital/Dahn Corp. | Interpersonal verbal & written skills |
| Confidential support, problem solve | Financial management account payments | Organize tax documentation |
| Establish & categorize filing systems | Errands, travel, hotel, air, car, conference | Schedule meetings/appointments |
| Mass marketing emails & direct | Web design – Wix, Wordpress | Liaison, Trade Shows, Reception |
| Social Media: All Platforms SPOTIFY Original Music | Excel spreadsheets, research papers | Contact Database Management |
| Reports, Basic Shipping & Receiving | Processing of forms & applications | Constant Contact, Mail Chimp |

Working closely with private clients to provide administrative support, aims and objectives, discretion and confidentiality, work handled efficiently in clients absence, financial management responsibility for account payments, presentation assistance, errand travel, making appointments, correspondence on behalf of client, background research & findings, produce documents, liaison, making decisions in the clients absence, research papers, Power Point presentations, Excel spreadsheets, Wix & Word Press web design & maintenance, resume writing. Newport Beach, CA Temp Assignments: Hoag Hospital Corporate Marketing & Communications Dept., and Dahn Corporation. Kelly Services – Temp Assignment Tampa, FL

Additional :

Carmella Constancio

- Completed all assignments in time & manner
- Repeat clients due to problem solving resolution
- Saved clients money through research of quality products at discounted rates
- Accountability, loyalty and trustworthiness
- Focus on best way to complete assignments with technology - to save time & money
- Sales Force data entry / Power-Point Presentations
- Excel spreadsheets, research papers
- Personal Assistant Duties
- Confidential support, problem solve
- Processing of complex forms & applications
- Financial account payments
- Organize tax documentation
- Establish & categorize filing systems
- Errands, travel, hotel, air, car, conference
- Mass marketing emails & direct
- Wix and Word Press Creation - Basic web design - editing text & images – YouTube Video Liaison, Trade Shows
- Social Media content all platforms, on-line fliers, video, music production
- Spotify, Amazon, IHeart, Apple Music, Pandora, Deezer - Original Music
- Marketing - Contact Database Management, Email Marketing Mail Chimp, Constant Contact, iContact
- EndNote Citations Manager
- Reports, Basic Shipping & Receiving
- Artificial Intelligence (AI), Chat GPT



**Andy Garcia, Shane Mosley, Mark Curry, Quincy Jones, Leonard Maltin,
Bo Bridges, Arturo Sandoval, Wayne Shorter, Patti Austin...photos by C Constancio**





Piano
Voice
Recording



Carmella
Constancio
Music



Carmella Constancio
Musician, Piano, Voice, Percussion, Recording
Executive Administrative ~ Virtual Assistant
Florida, USA

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