CARMELLA CONSTANCIO
https://www.instagram.com/carmellaconstancio

MUSICIAN
Voice, Piano, Percussion



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
Cal State Hayward – Television Production, Journalism

Jazz, Classical, Rock, R&B, Country, Latin

Performances throughout the United States and Italy

Notable Performances:
Sang National Anthem acapella 60,000 in attendance
National US Football
Ceremonial Performance for King & Queen of Spain
Jazz Performance for Heads of State, Council Generals,
Olympic Boxing Team – Naples, Italy Castle
Monterey Jazz Festival, Berkeley Jazz Festival,
Santa Cruz Jazz Festival

CARMELLA CONSTANCIO – VOICE, PIANO, PERCUSSION

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

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CARMELLA CONSTANCIO

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
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

Musician Vocalist Piano & Percussion

Television Production and Journalism Studies (Channel 34) Northern California Broadcasting
Cal State Hayward - Hayward, CA

Peformance: Music Theory, Music History, Piano, Voice
Seton Hill University - Greensburg, PA

WORK HISTORY

Carmella Constancio

Live Performance: Piano & Vocals - Studio Recording - United States – Italy
Website Building & Management – Social Media Content

Interviewing Artists & Musical Intros and Outros	Westek Corporation Sewline Products Tokyo Japan	English Transcripts, Interviews, Creating Music for Interviews
Sales/ Power Point Presentations	Wix Website Building And Management	Currently Managing (3) Websites
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	Social Media: YouTube, Twitter, Instagram, Tiktok, FB	Liaison, Trade Shows
Constant Contact, Mail Chimp	Excel spreadsheets, research papers	Contact Database Management

Independent Personal Assistant 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 Assignments 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, on-line fliers
- Marketing - Contact Database Management, Email Marketing Mail Chimp, Constant Contact, iContact
- EndNote Citations Manager
- Reports, Basic Shipping & Receiving






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










No matter what your God Given Gift is...

Never Ever Stop...

You received it not for yourself, but for others...

It's your mission, it's your work.

Carmella Constancio
Musician, Piano, Voice, Percussion, Executive Administrative
Costa Mesa, CA

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