



RODRIGO H. FEDALTO

WORK EXPERIENCE

DIRECTOR OF SUMMER SCHOOL

Jericho Partnership, Inc., Danbury, CT

- Developed and implemented the curriculum for Jericho Partnership summer school for multiple locations.
- Supervised staff, including teachers, administrators, and support staff.
- Managed the budget for the summer school and ensure that it stays within financial constraints.
- Coordinated with other departments and organizations to ensure that the summer school's integrated with other programs and initiatives.
- Oversaw student enrollment, including recruiting students and providing support to families during the enrollment process.
- Provided support and guidance to students and families during the summer school.
- Evaluated the effectiveness of the program and made adjustments as needed to ensure that it meets the needs of the students and the community.
- Communicated with the state of CT, other school leaders, and community partners to build support for the program and to share information about its progress and impact.
- Drafted, attended, and led meetings/events related to the summer school.
- Ensure compliance with legal, administrative and regulatory requirements and standards.
- Interpreted to non-English parents/guardians and students regarding mentoring, and summer school meetings.

MEDICAL ADMINISTRATIVE ASSISTANT & INTERPRETER/TRANSLATOR

Samaritan Health Services, Inc., Danbury, CT

- Scheduled and coordinated patient appointments, including preparing necessary documentation and information for the patients.
- Answered phone calls, responded to email and mail correspondence, and maintained medical records in a confidential and accurate manner.
- Assisted with the preparation of examination and treatment rooms.
- Interpreted for non-English speaking patients during consultations and examinations.
- Communicated with other healthcare professionals, such as physicians, nurses, and laboratory technicians, to coordinate patient care and ensure that all necessary information is

PROFESSIONAL PROFILE

Multilingual Director, Business Owner, and Professional Musician with 14+years of teaching and managing educational projects at public schools, music school and instrument store, previously owned. Organized, supervised, and contributed in social and community work.

CONTACT

Email:

rodrigo.h.fedalto@gmail.com

SKILLS

Multilingual
(English, Portuguese and Spanish)

Translator Experience
Leadership Experience
Public Speaker
Management
Stakeholder Engagement
Communication
Sales
Improving Efficiency
Community Outreach
Project & Event Planning
Self-starter
Budget Management

EDUCATION

BACHELOR IN MUSIC
Music Education
Pontifical University Catholic of Parana
2015

CERTIFICATES

Licensed Youth Camp Director (DCF)
Mandated Reporter
CPR
Heartsaver First Aid
Child Sexual Abuse Prevention Training Course
OSHA 10

exchanged.

- Communicated with non-English speaking patients to provide instructions and answer questions.
- Translated educational materials such as brochures, consent forms, and patient education handouts.
- Ensured that translations and interpretation are accurate and culturally appropriate.

OWNER, CEO & DIRECTOR OF MUSIC SCHOOL

RV Music School & Music Store, Parana, Brazil

- Oversee the overall operation and management of the school, including setting policies, goals, and objectives.
- Hired and supervised staff, including teachers and administrative personnel
- Developed and implemented curriculum and programs as well as established the school's direction for long-term growth and development.
- Marketed and promoted the school to attract new students.
- Managed the school's finances and budget.
- Maintained the facility and equipment.
- Ensured compliance with all legal and regulatory requirements.
- Built and maintained relationships with students, parents, and the community.
- Found and secured funding for the school.
- Supervised the teaching staff and ensured quality of instruction and student progress.
- Supported the recruitment and retention of students.
- Communicated with parents and guardians of their child(ren's) progress.

OWNER & MANAGER OF MUSIC STORE

RV Music School & Music Store, Parana, Brazil

- Developed and maintained a personalized software and website
- Managed the day-to-day operations of the store, including staffing, inventory, and finances.
- Purchased and maintained a diverse inventory of musical instruments, equipment, and accessories.
- Sought prices and determined sales promotions and discounts.
- Managed the store's budget and financial records.
- Marketed and promoted the store to attract customers.
- Hired and trained employees.
- Built and maintained relationships with suppliers, vendors, and other industry professionals.
- Provided excellent customer service and addressed customer complaints and concerns.
- Stayed up to date on industry trends and changes in technology that may affect the store's operations or inventory.
- Built a community and fostered an environment for music

learning and sharing.

OTHER ABILITIES

Customer Service
Microsoft Suite (Excel, Word,
PowerPoint, Outlook)
Image Design
Corel Draw
Windows/Mac
Music Softwares
Composition
Music Technology

Knowledge of instrumental
Teaching & Performance:

Piano/ keys
Electric Guitar
Acoustic Guitar
Voice/Choir
Drums
Recorder
Harmonica

ART TEACHER

Public Schools, Parana, Brazil and Nonprofits, Connecticut, US

- Visual Arts: Drawing, arts and crafts, painting, printmaking, sculpture, photography, graphic design, art history, studio art, art criticism, art and design principles.
- Music: Music history, music and rhythm, music appreciation, music theory, music technology, music therapy, music improvisation.
- Theater: Action, theater history, playwriting, directing, voice and speech, improvisation, movement.
- Dance: Dance history, dance technique, choreography, dance performance, dance education, dance improvisation.

COMMUNITY WORK / VOLUNTEERING

**Local communities, churches, nursing homes, rehabilitation centers.
Brazil and United States**

Music Director:

- Selected and prepared music for worship services.
- Led congregational singing.
- Led rehearsals for the worship team (e.g. choir, band, etc.)
- Collaborated with the pastor to plan and organize the worship service.
- Provided training and support for members of the worship team.
- Incorporated different styles of music into the worship. service to appeal to different members of the congregation
- Incorporated technology, such as audio and lighting equipment, to enhance the worship experience.
- Helped to create a meaningful, spiritual and inclusive atmosphere during the service

Community work:

- Provided free or low-cost art, music, theater or storyteller classes for underprivileged children and youth.
- Partnered with local organizations to offer workshops and performances for people with disabilities, elderly or others that may have difficulty accessing such activities.
- Collaborated with community groups to create public art installations, murals, and performances.
- Volunteered in schools, community centers, or other non-profit organizations.
- Taught workshops or classes at local community centers or other public spaces.
- Partnered with other organizations to create arts-based programs that address social issues such as poverty, violence, or discrimination.
- Organized Food Pantry and Clothing Donations.