

SHOSHANNA DOYLE

education

University of Arizona

BA in Law (2023)

Rio Salado College

Certificate in Paralegal Studies (2018)

Private Voice Instruction

Initial emphasis on classical music, transitioning to R&B and Jazz in 2007 (2002-2010, 2013, 2023)

projects & residencies

Litchfield Jazz Camp

Jazz Vocal Performance Student

Summers of 2012 & 2013

Focused on vocal performance technique under the instruction of Grammy-nominated songwriter and vocalist, Nicole Zuraitis, and the late scat singing master, Kevin Mahogany.

Center for Creative Youth at Wesleyan University

Vocal Performance Student

Summer 2013

Studied vocal performance under soloist and conductor, Jack Pott, and songwriting under Connecticut State Troubadour, Kate Callahan. Had the pleasure to have a workshop with Word Becomes Flesh, a spoken word group whose cast included the future Hamilton star, Daveed Diggs.

Project: Transform

Cast Member

2013

Created and performed an original theatre piece under the guidance and direction of the esteemed playwright, Matthew López, and Tony Award winning theatre director and acting teacher, Giovanna Sardelli.

The Nash Vocal Jazz Ensemble

Vocalist

August 2015 – May 2016

Developed vocal technique and collaborated with fellow musicians.

contact

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608-421-9099



work experience

Freelance

Professional Singer and Recording Artist

December 2023 – Current

- Mezzo soprano jazz singer.
- Compose songs. Memorize musical selections, individualizing presentations by applying knowledge of harmony, melody, and rhythm.
- Develop vocal skills with daily singing exercises and study with vocal coaches.
- Master the art of music production and engineering by using Focusrite Scarlett to record, and Audacity to mix and master tracks.

Non-Fiction Writer

December 2023 – Current

- Develop ideas and write engaging content that aligns with brand strategies and addresses the needs and interests of multiple stakeholders, managing content development processes from ideation to publication.
- Research, write, edit, and proofread, a wide range of content, such as blog posts, website copy, articles, and other internal and external collateral, while ensuring accuracy of both content and grammar.
- Ensure content is optimized for the web by implementing accessibility standards, web writing principles, and SEO best practices that drive traffic and conversions, continuously evaluating content performance and identifying opportunities for improvement using metric analysis.
- Use Canva to create various visual graphics, such as infographics and branding materials.

YouTube Creator

December 2023 – Current

- Create, run, and manage a YouTube channel.
- Develop search engine optimization strategies and increase search engine optimization through website copy specification.
- Produce high quality video content and audios in a time-sensitive environment, managing such content using a content management system.

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work experience (cont'd)

AE Business Solutions

Contract Administrator

July 2023 – November 2023

- Develop, write, edit, and proofread, a variety of documents, including Statements of Work, Terms of Service, Master and Professional Service Agreements, Purchase Orders, internal and external communications, agreement template documents, and internal instructional and training guides, while ensuring accuracy of both content and grammar.
- Facilitate and lead communication with cross functional teams in order to draft new internal process and policy documents that are accurate, complete, and aligned with the company's goals. Increase company productivity and cohesiveness through the compilation and and disbursement of relevant information, action items, and meeting summaries, after each business meeting.
- Communicate and negotiate business objectives with all parties through collaboration with leadership and subject matter experts, resulting in smooth and expedient business operations.
- Ensure company compliance with all agreements and reduce any actual or potential exposure risks through meeting with CoE leaders to analyze and assess operations workflows, tracking the completion of special contract terms ahead of schedule, and providing education on special terms to CoE leaders and other need-to-know staff.
- Bring about necessary organizational change by initiating and leading communication with key stakeholders, asking thoughtful and clarifying questions in order to determine the relevant core issue(s) and desired resolutions.

Community Action Coalition of South Central Wisconsin

Rental Assistance CORE Specialist

January 2023 – July 2023

Rental Assistance CORE Manager

January 2022 – December 2022

- Manage a team of 3-5 direct reports and attend to department human resources tasks, including but not limited to hiring, onboarding, scheduling, coaching, writing performance reviews, and implementing performance improvement plans when needed.
- Oversee strategic operations workflows, including managing a database of 3k annual applications to identify potential duplicates, investigate missing information, track progress, resolve issues, and communicate with team and other agencies about outcomes.
- Analyze effectiveness of review process workflow from data collected and bi-weekly check-ins with staff, identify gaps, recommend solutions, track progress, create and distribute best practices documents to implement scalable operations change to increase accuracy and efficiency, both internally and externally.
- Create best practices documents for both application processors and managers, and provide hands-on training to ensure quality control, and compliance with applicable rules.
- Facilitate and lead communication with leadership and staff in order to draft new best practices documents that are accurate, efficient, and compliant with applicable rules, while providing hands-on training to ensure quality control, and compliance.
- Increase company productivity and cohesiveness through the compilation and and disbursement of relevant information, action items, and meeting summaries after each business meeting.

University of Wisconsin - Madison

Administrative Coordinator for MU-Retail, Memorial Union

July 2021 – December 2021

Human Resources Assistant for Der Rathskeller, Memorial Union

May 2021 – July 2021

Badger Wellness Ambassador (Temporary)

February 2021 – May 2021

- Create a sense of cohesion and equity by partnering cross-functionally with the Director, Human Resources, and managers of three business units, to identify gaps and create scalable solutions, systems, and training.
- Increase workflow efficiency by directing the conversion of staffing processes for three business units to one centralized process for hiring, orientation, staff scheduling, and file management.
- Drive smooth restaurant operations by planning for business needs, reviewing databases of employee schedule requests and availability, and creating and distributing weekly work schedules.
- Manage personnel matters and time sensitive issues, ensuring scheduling accuracy and adherence to Human Resources policies.