

# BAOQI ZHAO

617-416-1894 | [bzhao2@berklee.edu](mailto:bzhao2@berklee.edu)

## JOB EXPERIENCE

- 2020/9-2021/2      **Production Assistant**  
Berlin Music Video Awards, Berlin, Germany
- Marketing Chinese directors and musicians' platform
  - Collecting submissions and analyzing database
- 2019/11-2020/5      **Library Student Worker**  
Albert Alphin Library, Boston Conservatory at Berklee, Boston, MA
- Retrieve course reserves, Audio/Visual material, Koha search assistance and check books in and out for patrons
  - Receive new library materials and record before a catalog
  - Prepare and send packages to other libraries
- 2020/6-2020/8      **Remote Booking & Marketing Internship**  
Celia Slattery Voice and Performance Studio, Somerville, MA
- Assist busy teaching and performing artist with social media marketing, online course administration and publicity
  - Organize and publicize online studio workshops and showcases
- 2015/9-2019/6      **Head of New Media Marketing Platform Operating Station**  
Communication Department, Tianjin Conservatory of Music, Tianjin, China
- Updated the school website about the latest events and news
  - Communicated with professors and students online
  - Managed the student assistants in the department
  - Staff training & Development
- 2015/9-2019/6      **Student Manager**  
High-Strings Institutes, Tianjin Conservatory of Music, Tianjin, China
- Organized student concerts
  - Handled the administration tasks for student juries
  - Assisted professors in consolidating the grades
- 2018/11-2018/12      **Executive Assistant**  
String Seminar, Tianjin Conservatory of Music, Tianjin, China
- Assisted professors in organizing the masterclasses and concerts
  - Summarized the information of the performances and classes

## EDUCATION

**Boston Conservatory at Berklee, Boston, United States** – Master of Music Violin Performance (2019/8-Present)

**Tianjin Conservatory of Music in Tianjin, China** – Bachelor of Music Violin Performance (2015/9-2019/6)

## Skill

- Fluent in Chinese and English
- Computer Software: Microsoft Word, PowerPoint, Excel, Google, Sibelius (Music Software), Premiere
- Social Media management: Facebook, Instagram, WeChat Public Account, YouTube
- 18 years study and professional experience in classical violin performance