

Trevor J. Donlon

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EDUCATION

State University of New York at Geneseo, Geneseo, NY Graduated May 2026
Bachelor of Arts in Music (Business, Recording, and Production)
GPA: 3.8
Minor: English, Music Conducting
Honors: Sigma Tau Delta International English Honor Society

RELATED WORK EXPERIENCE

Geneseo Department for the Performing Arts, Geneseo, NY Sept. 2023 - May 2026

Concert Manager

- Carried out audio and visual aspects of department led performances including recordings, live streams, and management of sound and lighting boards.
- Coordinated the concert crew to work performances along with timely setup and teardown efforts.
- Became familiar with the capabilities of each venue and identified solutions to any technical or mechanical problems.
- Worked closely with the faculty, staff, and students of the department to effectively organize concerts and recitals.

ADDITIONAL EXPERIENCE

Self-Employment, Finger Lakes Region, Western NY August 2019 - Present

Live Music Entertainment

- Performs at a wide array of different local venues and private events.
- Responsible for all financial negotiations and transactional details.
- Manages all aspects of live performances including scheduling, transportation, and marketing.

Bristol Valley Theater, Naples, NY June 2022 - August 2022

Box Office Attendant

- Provided assistance to customers when booking seats.
- Dealt with financial transactions along with manual setup.

VOLUNTEER EXPERIENCE

Event Organizer

- Coordinated a charity event entitled Rock for a Reason, a benefit concert where proceeds were donated to St Jude Children's Research Hospital.
- Worked with business and venue owners, community members, and local musicians to collaborate and acquire donations.
- Promoted the event through social media and created physical posters for advertisement.

SKILLS

Marketing: Well versed in both online and in-person promotion.

Organization: Keeps efficient track of workload responsibilities.

Adaptability: Shows effective problem solving and decision making skills under pressure.

Communication: Displays ability to delegate roles to subordinates and to discuss the needs of customers and fellow employees.

Leadership: Takes on responsibilities for the betterment of an organization, staying dedicated to workplace goals and leading by example.