

TAYLOR E. ROSS
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QUALIFICATIONS SUMMARY

An energetic and accomplished director, producer, performer, composer and musician. Business skills include planning, creative problem solving, negotiating, leading, teaching and clear verbal and written communications. Ability to work well with entertainers, technicians, engineers and illustrators.

PROFESSIONAL EXPERIENCE

- The Feast Of Fools Cabaret**, Chicago, Illinois 2000 – Present
• **Music Director** of variety show
- Third Wish Music**, Chicago, Illinois 1989 - Present
Owner of a music production company. Composer and producer of musical soundtracks for commercial & private ventures
- “The Madge Weinstein Show” – Yeast Radio, produced by Richard Bluestein
 - “Scarrie! – The Musical” - Hell In A Handbag Productions, produced & directed by David Cerda
 - “Bubblememories” - BD Productions, produced & directed by Toby Ross
 - “The Lesson” - The Chicago All Stars, directed by Mindy Hilt
 - "Lying Together" - Produced and directed by Arthur Stone
 - "When They Come Alive" - Samagotia Productions, directed by Robert Colucci
 - "Lick Bush in '92" - Produced and directed by Gabriel Gomez and Elspeth Kydd
 - "Read Me A Story" - WGBO 66
 - “Troubled Waters” - Environmental Protection Agency
 - School of the Art Institute of Chicago
 - Theater Building Chicago
 - Mo Ming Theater
 - Randolph Street Gallery
 - Club Lower Links
- Law Office of Richard J. Arendt**, Chicago, Illinois 1985 - Present
Office Manager/Paralegal/Accountant
- Managed accounts payable
 - Managed accounts receivable - converted billing to computerized system; more than doubled incoming cash flow
 - Audited delinquent account records for legal collection
 - Prepared insurance records - Employee Health Insurance Program, Professional Liability, Workers Compensation, Business Liability
 - Managed Payroll - including Federal & State tax records, and Federal & State Unemployment records
 - Established an efficient scheduling system to keep track of court dates, client appointments, meetings, case follow up and office administration

- Transcribed legal documents
equipment; edited legal documents and contracts
- Managed and purchased office supplies
- Researched and prepared case work files: gathered necessary documents and other materials from governmental agencies and courts for trial work and attorney conferences
- Processed incoming mail; pulled and matched correspondence to appropriate case file information; responded independently to routine inquiries

Entertainment Properties, Chicago, Illinois 1987 - 1988

Production Traffic Manager for film export company

- Managed production and trafficking
- Created promotional materials
- Managed film library

Joyart, Inc., Chicago, Illinois 1985 - 1986

Assistant for commercial music production company

- Assistant to chief engineer in all facets of production of radio and television commercials
- Monitor of SAG/AFTRA payments to musicians

Pierce Arrow Recorders, Evanston, Illinois 1983 - 1984

Assistant

- Assistant to studio manager and chief engineer

EDUCATION

Suzuki Association of Northern Ohio, Cleveland, Ohio 2001

- Suzuki piano teacher training

Hedden West Studios, Chicago, Illinois 1983

- Studies in recording, mixing and studio operations

University of Kansas, Lawrence, Kansas 1981

- Bachelor of Music - Theory and Composition
- Music Director and Production Director for college radio station
- Announcer for National Public Radio

Interlochen School of Music, Interlochen, Michigan 1976 - 1977

- Advanced private study in piano and composition

John Burroughs School, Saint Louis, Missouri 1977

- College preparatory school