HUDSON BLAKE

hudsontheactuary.com | hudsontheactuary@gmail.com | 512-893-9469

PROFESSIONAL EXAMS

SOA EXAM FM | Passed Jun 2026
SOA EXAM P | Passed Sep 2026

WORK EXPERIENCE

Substitute Teacher
– Aledo Independent School District, TX | Aug 2026 – Present
– Rutherford County School District, TN | Jan 2026 – May 2026

- Executed lesson plans while maintaining structured, controlled classroom environments.
- Documented classroom activity and communicated outcomes with teachers to ensure continuity and learning success.

Music Teacher – Lil Cats Preschool, Church at the Crossing | Sep 2026 – Present

- Build positive relationships with students, parents, and coworkers through clear communication and consistent follow-through.
- Adapt lesson plans and teaching approaches to address challenges, solve problems, and achieve desired outcomes.

Arts Education Intern – Tennessee Performing Arts Center | Aug 2025 – Dec 2025

- Supported the planning and delivery of arts education programs for K-12 students, fostering engagement with the performing arts.
- Managed and maintained spreadsheets tracking contact information, school partnerships, program materials, and participant preferences to support organized program delivery and accurate record-keeping.

Production/Music Assistant – *Dolly: A True Original Musical* | Dec 2024 – Aug 2025

- Performed data entry of musical information into specialized notation software, ensuring accuracy, consistency, and proper formatting.
- Operated in a confidential, fast-paced environment, coordinating with multiple departments, both digitally and in-person, to ensure processes stayed on schedule.
- Supported administrative functions, tracking music and script revisions and distributing updates to cast and crew to ensure alignment and version control across the production.
- Screened applications and compiled applicant data into spreadsheets.

Secretary / Music Instructor - Aledo Music Academy | May 2022 – Jul 2022

- Maintained and updated customer data spreadsheets, ensuring accurate records for student information, enrollment, and scheduling.
- Created musical lesson plans and led hands-on group activities and projects for students.

EDUCATION

Bachelor of Music | Aug 2021 - Dec 2025
Belmont University

- Double Major in Music Theory & Musical Theatre
- Final CGPA: 3.989

RELEVANT SKILLS

Microsoft Excel (Pivot Tables, VLOOKUP/XLOOKUP, Index/Match, Conditional Formatting, Basic VBA/Macros), Microsoft Word, Microsoft Teams, Google G Suite (Gmail, Google Docs, Google Sheets, Google Drive, Google Slides, Google Forms), AI-Assisted Web Development (Claude, Codex, ChatGPT), Customer Service, Written & Verbal Communication, Data Management, Quantitative Analysis, Data Entry, Research, Documentation Review, Critical Thinking, Problem Solving, Attention to Detail, Independent Learning, Organization, Multitasking, Collaboration, Time Management, Customer Relationship-Building