

EDUCATION

Manhattanville College, Purchase, New York | **Bachelor of Arts**, May 2020 - Summa Cum Laude
Dual major: **Dance** and **Business Management** | Minor: **Psychology** | GPA: **4.0**

AWARDS

Highest Honors	May 2020
Castle Scholar, Elizabeth McCormack Scholar, Dean's List & Chairman's Scholarship	August 2016 - May 2020
Outstanding Academic Achievement & Service to the Department of Dance & Theater	April 2018
Michael Posnick Award for Academic Achievement & Andrew A. Rindlaub Scholarship	April 2019

EXPERIENCE**Eryc Taylor Dance, New York, NY (Remote)**

Outreach Program Administrator November 2021 - May 2022

- Manage emails, social media accounts, workshop scheduling, google drive organization, development of new CRM
- Support administrative team, hire instructor, pitch bookings for new workshops, create growth strategy

Glendi, Boston, MA

Operations Manager, Creative Director, Master Trainer and Lead Instructor February 2021 - October 2021

- Manage emails, social media accounts, scheduling, google drive organization, physical studio in Wellesley and virtual classes.
- Train employees, develop *Glendi* method, build community, develop company culture, and create growth plans based on data.
- Create newsletter; lead company growth; main point of contact after CEO; responsible for all client retention.

Pure Barre, Boston, MA

Sales Associate and Instructor August 2020 - Present

- Help team reach corporate goals for sales and new memberships, manage studios, and regularly check emails, texts and calls.
- Actively work on client retention and improving client experience.

Bodystories Teresa Fellion Dance, New York, NY

Intern Summer 2021

- Collaboratively work on newsletter, blog, social media posts, grant writing, google drive organization, and checking emails.
- Organize summer intensive mid pandemic, troubleshoot vaccination logistics and online/in-person registration.
- Develop budget sheets, compile material for job, grant and performance opportunity applications.

Manhattanville College, Purchase, NY

Resident Leader and Advisor January 2018 - August 2019

- Work collaboratively with Residence Life staff to plan and execute 60+ educational and community-building programs per year that serve a diverse 300+ student population
- Mediate and resolve student conflicts, and ensure adherence to housing policies and Code of Conduct
- Write and file reports summarizing student issues/ resolutions, and maintenance requests

Office Assistant, Dance and Theater Department

January 2017 - May 2020

- Manage reservation and scheduling of Dance and Theatre spaces for class and clubs
- Provide administrative support to department staff, including monitoring and responding to emails, organizing and maintaining spreadsheets and the website
- Serve as the first point of contact for student inquiries on auditions, programs, and departmental information

Office Assistant, Office of Student Accounts and Bursar Services

May 2018 - August 2019

- Triage student and parent inquiries in a fast-paced, busy office environment
- Analyze student financial data to reconcile loans and accounts payable

Dance Films Association, New York, NY

Intern, Dance on Camera Festival Summer of 2018 & 2019

- Establish and maintain contact with national and international ad buyers and donors, managing their payments and distributing ads for print program
- Serve as board members' assistant in organizing and administering Dance on Camera Festival and Opening Gala

SKILLS

Software & Media: Asana, Constant Contact, Mindbody, ClubReady, Live Edit, Microsoft Office Suite, Quickbooks, Canva, Colleague ERP, Youtube, Vimeo, Digication, Adobe Premiere Pro, Google Suite, Apple Suite, Instagram, Facebook, LinkedIn, Wix, Zoho - Bigin, and Zoom.

Languages: English, Portuguese, Spanish, French (DELF B2), Survival Italian, Survival German and Survival ASL.