

## Summary of Qualifications

- Leadership/communication skills
- Business Operations Organization
- Project Management
- Budget Analysis and Administration
- Departmental Operations Management
- Time and Resource Optimization
- Markey Research and Analysis
- Self Motived

## Technical Skills

- Microsoft Office Suite Proficiency
- Python, C and HTML coding
- Internet and Digital Research Skills

## Core Accomplishments

### Project Management

Initiated and organized bi-annual graduations and student recitals, which resulted in continued student retention and improved sales for the school.

### Human resources

Spearheaded new Guest Program which increased student retention.

### Operations Management

Managed sales department and personally handled advanced student programming. Handled all functions related to event planning, sales training, and in house teaching certification for staff.

### Staff Development

Launched well-received program of professional development courses for all staff. Mentored and coached employees resulting in a 25% increase in productivity.

### Event Organization and Planning

Collaborated closely with dance instructors, choreographers, and performers to conceptualize event themes, develop creative concepts, and create captivating dance productions that align with client objectives and target audiences.

## Professional Experience

Oly Dance

July 2022 to Current

### **Subcontractor for Teaching, Event Planning and DJing services**

Developed and teach weekly Salsa and Bachata dance classes and provide professional DJ services for weekly socials. Fostered a supportive and encouraging atmosphere, motivating students to achieve their personal best, build confidence, and develop a passion for dance.

Heritage Distilling Company

July 2021 to December 2022

### **Bartender/Event Organizer**

Demonstrated exceptional customer service by providing personalized attention to patrons, ensuring their satisfaction and creating a welcoming atmosphere. Developed a comprehensive knowledge of the bar's extensive drink menu including specialty cocktails allowing for informed recommendations and upselling opportunities.

Home Depot

November 2017 to March 2020

### **Sales Associate**

As a sales associate, responsibilities include day to day sales transactions and assisting customers. Emphasis was placed on building lasting clientele relationships by providing excellent customer service.

Arthur Murray Dance Studios

March 2005 to June 2017

### **Supervisor**

As supervisor of the Arthur Murray Dance Studios in Albuquerque, NM, responsibilities include maintaining client relations and quarterly sales. Duties also include staff training and development. Nine years of event planning experience, which increased productivity and quarterly sales.

## Education

**Evergreen State College**

**Liberal Arts Studies**

Olympia, WA

**South South Community College**

**Associate in Business Administration**

Olympia, Wa

**University of New Mexico**

**Course Work in Mathematics**

Albuquerque, NM

**Central New Mexico Community College**  
**Computer Information Systems**  
Albuquerque, NM