

PROBLEM SOLVER / MULTITASKER / ORGANIZER

DIRECTOR

- **The School of Nimbus Dance 'JC Summer Arts' (2019)**

- Increased enrollment by 50% in first year
- Produced weekly showcases
- Interviewed and hired over 20 staff and faculty
- Supervised staff and 30 children ages 4-11

ASSOCIATE

- **José Limón Dance Foundation (2020 - 2021)**

- **Jennifer Muller/The Works (2018 - 2019)**

- Increased enrollment by 85% in first year
- Video editing, graphic design & content creation
- Tracked dancers for accreditation
- Tracked tuition payments

COORDINATOR / PROJECT MANAGER: GALAS, FUNDRAISERS, AUCTIONS, WEDDINGS

- **The Strathmore Mansion (2022)**

- **Nimbus Dance (2019)**

- **Jennifer Muller/The Works (2018)**

- **Bell Events (2018 - 2019)**

- Met and increased fundraising by 25%
- Stewarded 350-2000 guests
- Managed venue set up and front of house staff
- Contributed to raising \$1 - 4mil per event
- Liaised with Board of Directors
- Responsible for recruiting new donors

ADMINISTRATOR / PROGRAMMING / CURRICULUM DEVELOPMENT

- **Unity Dance & Movement (2022 - current)**

- **The Cultural Solidarity Fund (2021 - 2022)**

- **Joffrey Ballet School (2016 - 2017)**

- **The Joffrey Ensemble (2016 - 2017)**

- Managed reception and facility key holder
- Collected & compiled information of over 200 faculty
- Developed curriculum for ages 5 through adults
- Created and staffed Summer & Fall-Spring scheduling for Early Childhood, Youth and Adult Programs
- Managed website and social media platforms
- Generated protocol and systemization
- Lead Communications

PRODUCTION, PERFORMANCE & CHOREOGRAPHIC EXPERIENCE

- **Production**

- Curator and assessed panels, costume designer
- Stage manager, lighting designer

- **Performance**

- Joffrey Ensemble, Keigwin + Co, Humans Collective, Panorama Music Festival, Six Flags Great Adventure
- Nicole Wolcott, Tyler Gilstrap, Gabrielle Lamb, Kimbra, Andrew McMahon, Oriion

- **Choreography**

- Amateur Night at the Apollo, Bryant Park Contemporary Dance Festival, DUMBO Dance Festival, New York Jazz Choreography Festival, Wax Works at Williamsburg Art Nexus, National Choreography Month

RELEVANT SKILLS

Brazilian & Italian Citzenships, Greencard (USA)

Fluent in Portuguese, English & Spanish, fair in French. CPR / AED / First Aid certified (adults and infants)

Dance Teacher (Cecchetti Council of America - Grade 1 Certified Instructor)

Windows & iOS / Zoom / Microsoft Office & Google Workplace / Squarespace, Wix & WordPress / Google Mail Merge, Constant Contact, Mailchimp, Flodesk & Emma / Vimeo & YouTube / OBS / Stripe, PayPal & Classy / JotForm, Google Forms & Survey Monkey / MindBody, Dance Studio Pro & Jackrabbit Class / Accevents & Brown Paper Tickets

References avail upon request