

EDUCATION

Trinity Laban Conservatoire of Music & Dance, London, United Kingdom
Postgraduate Diploma Community Dance, Sept. 2015-July 2016
Distinction, 2015-2016 Audrey Wethered Award recipient

Boston University, Boston, MA
B.S. in Journalism, Sept. 2007-May 2011; Minor in History
GPA 3.60, College of Communication GPA 3.80
Magna Cum Laude, University Scholar, Dean's List

WORK EXPERIENCE

Sadler's Wells Theatre, London, United Kingdom, March-April 2016

Student Work Placement – Creative Learning

- Supported the National Youth Dance Company, a program of Sadler's Wells Creative Learning, in the lead-up to the company premiere of *In – Nocentes* by acclaimed choreographer Michael Keegan-Dolan
- Supported/supervised the company (40 dancers aged 16-19) and orchestra backstage during show week
- Took charge of an array of marketing/administrative tasks to support the premiere, tour, and workshops, including editing promotional materials and show program, writing content for e-communications and online event listings, researching regional contacts, and shadowing press officers during production week

Mass Mentoring Partnership, Boston, MA, July 2013-July 2015

Development Associate

- Managed all major annual fundraising events and appeals, including the Rodman Ride for Kids, Champions of Mentoring event at Fenway Park, auction and cocktail party, and Boston Marathon charity team
- Built relationships and communicated directly with donors, board members, and event attendees and engaged all constituents with MMP's mission to strengthen communities through mentoring
- Assisted with grant writing by editing all proposals and researching relevant data points and statistics, managing MMP's grant tracking system, and researching new funding opportunities
- Oversaw the organization's donor database, donation processing system, and individual stewardship plan

Kairos Dance Theater, Boston, MA, May 2013-September 2015

Development & Social Media Coordinator

- Worked with a consultant to redesign and update the Kairos website; writing and publishing all web copy
- Managed the company's social media presence on Facebook, Twitter, Instagram, and WordPress
- Researched funding opportunities and wrote content for grant proposals
- Led the promotion of the company's premiere of *HER* in Oct. 2014 by compiling an invite list, executing a social media strategy, writing all marketing copy, and conducting press outreach

YouthBuild USA, Somerville, MA, November 2011-July 2013

AmeriCorps VISTA, Knowledge Management (Nov. 2011-Nov. 2012)

Knowledge Management Consultant (Jan.-July 2013)

- Managed YouthBuild's digital library – developed a taxonomy system, collaborated with staff to fill content gaps, tracked usage statistics with Google Analytics, and improved search capabilities while keeping all constituents updated on the library's offerings
- Edited newsletters and researched/wrote several reports for other YouthBuild departments

PROFESSIONAL SKILLS

Strong organizational, communication, and interpersonal skills; advanced writing, editing, and research skills; event planning; experience with Microsoft Office, Mac, DonorPro, Blackbaud/Kintera, CMS, WordPress and social media

OTHER WORK: DANCE PERFORMANCE & EDUCATION

Boston Ballet, *Teaching Artist – Education & Community Initiatives*, Boston, MA, Sept. 2016-present

LINX Dance Studio, *Dance Teacher – Contemporary/Modern & Improv*, Wellesley, MA, Sept. 2016-present

Kairos Dance Theater, *Principal Dancer*, Boston, MA Sept. 2011-August 2015

Wilmington Dance Academy, *Dance Teacher – Contemporary Technique*, Wilmington, MA, July 2013-Dec. 2015