
Dance Studio Manager Resume

Job Objective

Long time Dance Studio Manager seeks position with your company where I can work with others who have the same drive and integrity that I would bring to the job.

Highlights of Qualifications:

- Outstanding experience in teaching dance
 - Deep knowledge of communication techniques
 - Huge knowledge of dance and music
 - Ability to work independently
 - Ability to plan class content
 - Amazing communication skills
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Professional Experience:

Dance Studio Manager
Grimes Superstars, Burbank, CA
October 2008 – Present

- Assisted to provide appropriate dance lessons for activities.
- Ensured compliance to all policies and procedures.
- Administered sales activities and maintained records.
- Provided training to sales and clerical personnel.
- Prepared various materials for head office.
- Organized and conducted interviews with patrons.
- Provided instructions to all dancing instructors.
- Coordinated with teams for various advertising activities.

Dance Studio Instructor
Gibney Dance Center, Burbank, CA
August 2003 – September 2008

- Participated in various educational training programs.
 - Attended various periodic staff meetings.
 - Assisted volunteers for rehearsals and performance.
 - Monitored and selected appropriate costumes for performance.
 - Selected appropriate music and choreography for all dance performance.
 - Developed plan class content and dance techniques.
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Education:

Bachelor's Degree in Entertainment Business
Mountain State University, Beckley, WV

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