



Emily Gaffga

Administrator, Manager, Educator specializing in Art and Dance

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EXPERIENCE

Broadway Dance Center CTP, New York, NY —*Administrative Assistant and Dance Educator*

AUGUST 2018 - AUGUST 2023

Administrative representative for front desk duties, as well as aided in decision making in regards to programming. Additionally I taught jazz, contemporary, technique, and hip hop to students of all ages.

New York Live Arts, New York, NY —*Front of House Administrator*

MAY 2021 - SEPTEMBER 2021

Greeted, managed, and facilitated events as well as guests passing between the lobby, theater, and rehearsal spaces.

Public Outreach Group: Remote Team, Los Angeles, CA —*Fundraising Associate*

AUGUST 2020 - APRIL 2021

Fundraised for charities such as Doctors Without Borders by calling potential donors and connecting on a genuine level to generate donations.

New York City Dance Week, New York, NY —*Public Relations and Social Media Associate Manager*

MAY 2019 - AUGUST 2019

Coded website updates as well as interacted with viewers, posts, and comments.

MICHIYAYA Dance, New York, NY —*Public Relations and Social Media Associate*

MAY 2018 - MAY 2019

Curated posts to aid in the development of the company's image on all social media platforms. Additionally I edited promotional video material.

Creative Movement Center, Cleveland, OH —*Office Manager and Dance Educator*

MAY 2010 - AUGUST 2018

Managed internal and external events, relations, communications, filing, and funds. Taught differently abled as well as typically abled children of all ages dance classes and choreography.

EDUCATION

BFA in Dance
Minor in Arts Entrepreneurship
from The Ohio State University
2018

SKILLS

Music & Video Editing
Customer Service
Retail & Sales
Team Building
Public Speaking
Early Childhood Education
CPR

REFERENCES

Hayley Weiss (248) 408-3921
Kai Kim (203) 449-3236
Julie Kogan (216) 905-0550