



Emily Gaffga

Administrator · Educator · Performer

(440) 829 - 4589

emilygaffga@gmail.com

www.emily-gaffga.com

ADMINISTRATIVE EXPERIENCE

Broadway Dance Center Children and Teens Program, New York, NY — *Administrative Assistant and Front Desk Staff*

AUGUST 2018 - AUGUST 2023

Assisted directors in decision making in regards to programming, marketing, communications, etc. Served as the primary point person at front of house for students, parents, staff, and faculty.

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

MAY 2021 - SEPTEMBER 2021

Managed, greeted, 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.

Alo Yoga, New York, NY — *General Sales Associate and Barista*

JUNE 2019 - FEBRUARY 2020

Aided customers in purchasing high quality athletic merchandise. Also worked at the cafe making espresso and matcha drinks.

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

MAY 2018 - MAY 2019

Curated posts, edited promotional video material, assisted in social media management.

Creative Movement Center, Cleveland, OH — *Office Manager and Front Desk Staff*

MAY 2010 - AUGUST 2018

Managed internal and external events, relations, communications, filing, and funds. Communicated with clients, students, and staff via various platforms.

EDUCATION

BFA in Dance

Minor in Arts Entrepreneurship

The Ohio State University 2018

SKILLS

Music & Video Editing

Social Media Management

Website Design

Brand Development

Customer Service

Retail & Sales

Team Building

Public Speaking

REFERENCES

Hayley Weiss (248) 408-3921

Julie Kogan (216) 905-0550

Kai Kim (203) 449-3236