

Danica J. Raz

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EDUCATION

Baruch College/CUNY, Weissman School of Arts and Sciences
Bachelor of Arts in Philosophy
Minor Degrees in Psychology and New Media Arts
New York, NY
June 2020

EXPERIENCE

Dance Club at Baruch (Volunteer), Baruch College, NY 2018 - 2020

Creative Marketing Director

- Lead a team of three people in charge of creating graphics, and editing videos, music, and pictures for social media content that promoted the club.
- Developed multichannel communication strategies to advertise upcoming events: including but not limited to, managing and scheduling photoshoots, filming for video content, production of print materials, and implementing social media timeline.
- Trained incoming leadership on communication and marketing strategies

Secretary

- Scheduled and coordinated logistics of dance workshops, collaborative event performances, and workshops featuring local dance companies
- Acted as the initial contact person to potential members, student and university leadership to field and answer questions about the dance club, and direct their requests to the appropriate person

Library Hotel, New York, NY 2019 - 2020

Reading Room Attendant

- Greeted guests while providing accurate wait time and escorted them to the dining and bar areas to ensure a positive dining experience
- Managed and maintained kitchen inventory, including but not limited to, contacting vendors to ensure the kitchen is fully stocked and ready for setup for complimentary breakfast area

Kabayan Authentic Filipino Cuisine, New York, NY 2016 - 2018

Hostess

- Served as a cashier, managed phone orders, and coordinated with employee to ensure prompt deliveries throughout the day while providing a high level of customer service
- Oversaw the completion of opening and closing restaurant procedures
- Trained new employees on day to day tasks, company policies and the importance of customer service

EXHIBITS

Group Exhibition: Defy the Domain (Digital Exhibit), New Media Artspace, New York, NY
Defy the Domain Digital Exhibit, **Graphics Team Leader and Social Media Coordinator**, 2020

SKILLS

Fluent in Tagalog

Microsoft 365 (Word, Excel, Powerpoint, Teams, Outlook, & Sway) | Google Suite (Calendar, Docs, Slides, Forms & Sheets) | Adobe Creative Suite (Photoshop, InDesign, Illustrator, & Premiere Pro) | Slack | Final Cut Pro | Blender | Canva | Unity

Reference upon request