

Avery Roberts
avery.roberts95@example.com

ASSISTANT DIRECTOR

Summary

Previously doing executive administrative work; experienced in multiple work settings: maintenance, marketing, finance, health care, customer service, hospitality, educational and instructional; also achieving artistic experience work as a Choreographer, Dancer, Videographer, Producer, and Professor; culturally aware and diverse having traveled internationally; philanthropy work serving as a board member for various non-profit organizations, volunteering at hospitals, and being active within the community.

I, Annika Kay, at age 33 now, have done and experienced a great deal at a young age; I

am well equip to take on just about any task presented to me and I am extremely capable and eager to learn that which I do not know yet. I am a professional individual who is always able to meet deadlines, polite, positive, considerably responsible and quite astute as well as logical and rational; And strive to maintain both humility and kindness in all that I do.

Skills

Final Cut Pro proficient, motion, live-type, camera operation, editing.

Computer: Microsoft Office, Excel, Power Point, Quickbooks, Creative Suite, html, 120 wpm, 10-key proficient, online databases, filing and back-up drives, troubleshooting, web-design and graphic design.

Writing: copy writing, letters, grants, project proposals, spreadsheets, cost analysis, memos, budget reports, meeting minutes, job descriptions, policies and procedures, handbooks, etc.

Experience

12/2012

Assistant Director

Company Name

i¼

City

,

State

March 2016

Supervisor: Ed Huddleston, Director of Plant Operations x2268 (may call for reference)

GENERAL DESCRIPTION: Assist

in the oversight of Plant Operation services; provide information and serve as a resource to department Administrator(s) and staff; achieve defined objectives by

assisting in planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines, codes, and regulations; and supervising and directing assigned staff.

DETAILED DESCRIPTION:

- Assesses incidents, complaints, etc as needed and/or assigned (e.g. building break-ins, utility problems, etc.) for the purpose of resolving or recommending a resolution to the situation. Assists in the development and monitoring of department budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.

Assists, as needed and/or assigned, in the personnel management of department employees (e.g. selection of new hires, promotions, terminations, transfers, supervision, discipline, training, etc.

for the purpose of maintaining staffing needs and productivity of the work force.

Collaborates with internal and external personnel (e.g.

department and District

administrators, auditors, public agencies, community members, construction managers, architects, vendors, etc.) for

the purpose of implementing and/or maintaining services and programs.

Coordinates hazardous material (asbestos) containment and/or removal for the purpose of ensuring that campus is kept in a safe and effective manner and that all relevant legal regulations and guidelines are complied with.

Facilitates and/or participates in meetings and workshops, etc.

for the purpose of identifying

issues, developing recommendations, supporting other staff, and serving as a District representative.

Inspects aspects of new construction, repair work, projects, equipment, work orders, daily maintenance and supplies for the purpose of

ensuring that jobs are completed efficiently,

specifications are within regulatory requirements and inspection reports and payment requests

are correct.

Monitors campus and department safety and preventative maintenance programs for the purpose of ensuring school is maintained in a safe condition and in compliance with OSHA/TOSHA requirements.
Prepares a wide variety of written materials (e.g. correspondence, memos, reports, policy/procedures, budget, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
Presents information for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
Researches new products, laws, regulations, etc. for the purpose of recommending purchases, contracts and proper maintenance of campus wide services.
Responds to emergency situations during and after standard hours for the purpose of resolving immediate safety concerns.
SEPT 2012Instructor/After School Program Specialist, Idyllwild Elementary School (951) 659-0750
JAN 2013
Supervisor: Sue Director of After School Program.
Assisted children with their homework; planned and supervised activities; provided instruction, maintain order and safety among children,
Page 2 AUG 2011Admin.
Assist/Substitute Dance Instructor, Dance Dept of Idyllwild Arts Academy JULY 2012.
Supervised and tended to all dance students relating to injuries, concerns, questions, and moral support; taught dance classes; videographer for events and auditions; typed, filed, organized all documents.
06/2011
Owner/Artistic Director
City
,
State

Taught and Instructed children from ages 3-16 and adults ages 18-65 in areas of Modern, Jazz, Hip-Hop, Ballet, Tap, Tribal Fusion,Taught and Instructed children from ages 3-16 and adults ages 18-65 in areas of Modern, Jazz, Hip-Hop, Ballet, Tap, Tribal Fusion, Stretch, and Cardio; producer for all performances, supervised students, book keeping, billing, maintenance.
06/2009
Office Manager
Company Name
il
City
,
State
06/2010
Company Name
Billing, accounts payable/receivable; scheduling; documentation; meet with parents and students regarding any concerns, questions, explanations with their lessons or instructors; JAN 2009Video/Media Director, California Institute of the Arts (CalArts) - Valencia, CA
MAY 2009.
Taught video production courses in Dance Dept, supervised video assistant and crew, maintain, re-order, care, instruction, organization of all video/media equipment, set-up of all equipment and live edit within the theater for performances, updating and restoring the archive vault, documenting all performances, oversight of all video/media work within the dept.
SmARTS Program - Idyllwild Elementary School.
Taught art courses for all levels K-8th: capoeira, drumming, acting and improv, dance styles including hip-hop, jazz, salsa, African, waltz, and swing.
Assisted in fundraiser events and participated in holiday caroling in hospitals.
Education and Training
2007
MFA
Master's of Fine Arts
California Institute of the Arts
2003

BA
Bachelor of Arts
California State University of Fullerton (CSUF)
2000
HS Diploma
Orange County Educational Arts Academy
Interests
Gave demonstrations and open instruction for multiple dance styles that coincided with the concert in the park series.
Isis Theater Company
A.
Stage manager, lighting design/operator, audio design, videographer, fundraising,

served as Board Member.
Art Alliance of Idyllwild
Â·
Organized, set-up, and help ran events, public announcer, served as Board Member.
Page 3
Various Finnish Organizations
Finnish Lutheran
Church, Los Angeles Finlandia Foundation, Los Angeles
Scandinavian Foundation, National Finlandia Foundation, The Ladies of the
Kalevala,
Finnish Club of North Hollywood.
Activities and Honors
Golden Key International Honor Society
Member of Dean's List and National Dean's List
Volunteer for:
CHOC Hospital
Los Angeles Finlandia Foundation
American Scandinavian Foundation
Wellspring Wellness Association
Peace of Mind Mental Health
Additional Information
Community Arts Network (CAN)
Â· Gave demonstrations and open instruction for multiple dance styles that coincided
with the concert in
the park series.
Isis Theater Company
Â· Stage manager, lighting design/operator, audio design, videographer, fundraising,
served as Board
Member.

Art Alliance of Idyllwild
Â· Organized, set-up, and help ran events, public announcer, served as Board Member.
Page 3
Various
Finnish Organizations
Finnish Lutheran Church, Los Angeles Finlandia Foundation, Los Angeles
Scandinavian Foundation, National
Finlandia Foundation, The Ladies of the
Kalevala, Finnish Club of North Hollywood. AWARDS / SCHOLARSHIPS / HONORS
Member of Golden Key International Honor Society CSUF (2003)
Member of National Dean's List CSUF (2000-2003)
Distinguished
Scholar Award (2000)
GSE Recognition in Excellence in Chemistry and Reading & High Honor Roll (2000)
Awarded the Ahmanson Grant
for choreographic work. (2007)
Honored a position on the Interdisciplinary Project Committee. Selects and delegates grant
expenditures to
project proposals by students at CalArts.
Awarded the Video/Media Assistantship at CalArts (2006)
Honored as distinguished scholar,
presented a speech, representing the dance department at the
graduation commencement ceremony (May 2003) Awarded a small
scholarship fund for the recognition.
SCHOLARSHIPS
Christine Lyon Fund Dance Scholarship (CSUF - Fall 2000)
Robert Christianson
Dance Scholarship (CSUF - Spring 2001)
Edith Morgan Dance Scholarship (CSUF - Fall 2001)
Robin Johnson Dance Scholarship
(CSUF - Spring 2002)
Robert Christianson Dance Scholarship (CSUF - Fall 2002)
Richard Willis Dance Scholarship (CSUF - Spring
2003)
Front and Center Scholarship (CSUF 2001)
Los Angeles Finlandia Foundation scholarship recipient (2001) to attend CSUF for
Dance.
National Finlandia Foundation (2002) to attend CSUF for Dance.
Skills
10-key, accounts payable, Arts, art, back-up, Billing, book keeping, budget, CA, contracts,
copy writing, cost analysis, databases, directing,
documentation, editing, edit, filing, Final Cut Pro, financial, grants, html, inspection,
Inspects, instruction, Instructor, legal, letters, Director,

materials, meetings, Excel, Microsoft Office, Power Point, Monitors, new construction,
personnel, personnel management, camera, policies,
Researches new products, producer, proposals, Quickbooks, safety, scheduling,
spreadsheets, staffing, Supervisor, supervising, supervision,
swing, troubleshooting, type, Video, video production, Videography, videographer, webdesign and graphic design, workshops, written