

TARYN ST MICHEL

CONTACT

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EDUCATION

GROSSMONT COMMUNITY COLLEGE
Associate of Arts in Dance and
Humanities, 2016-2020

SKILLS

- ➔ American Sign Language (ASL)
- ➔ Microsoft Excel & Google Sheets
- ➔ Graphic Design
- ➔ Social Media Management
- ➔ Costume Coordination
- ➔ Event Planning
- ➔ Excellent Communication

CERTIFICATION

CPR CERTIFIED
2023-2025
Jean's Dance Studio

ABOUT ME

Dedicated and versatile dance professional with a strong background in both instruction and administrative management. Experienced in teaching a variety of dance styles, managing studio operations, organizing events, and creating engaging social media content. Known for strong communication skills, creativity, and exceptional organizational ability. Passionate about fostering a positive, professional, and inspiring environment for dancers and staff alike.

WORK EXPERIENCE

DANCE TEACHER, SOCIAL MEDIA MANAGER, COMPANY DIRECTOR
Jean's Dance Studio (2021-Current)

At Jean's Dance Studio, I teach ballet, jazz, tap, hip hop, and tumbling to students ranging from preschoolers to teens. In addition to teaching, I manage the studio's social media presence, designing creative content that promotes programs and events while strengthening community engagement. I also serve as Company Director, overseeing competitive teams through scheduling, communication, and event coordination. My role extends to organizing costumes, assisting with recitals, and ensuring clear communication with parents and staff to maintain a smooth and positive studio environment.

OFFICE ADMINISTRATOR
Pothos/Eragon (2019-Current)

As an Office Administrator, I provide comprehensive administrative support, including scheduling, invoicing, and correspondence management. I maintain accurate and organized digital records, develop spreadsheets using Excel and Google Sheets, and ensure operational efficiency within a fast-paced office setting. My attention to detail and reliability contribute to smooth daily operations and a supportive team environment.

DANCE TEACHER/ADMIN STAFF
Expressions Dance and Movement Center (2016-2019)

While at Expressions Dance and Movement Center, I taught multiple styles of dance to various age groups and skill levels, fostering creativity, confidence, and technique in each class. Alongside teaching, I supported front office operations through customer service, registration, costume coordination, and recital preparation. My combined teaching and administrative responsibilities strengthened my ability to balance artistry with organization in a studio setting.