

HALEY LEE

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📍 Houston, TX 77041

PROFESSIONAL SUMMARY

Over 8 years of experience including, but not limited to, dance performance, studio planning, event coordination, performance management and classroom instruction. Strong background in stage management, studio organization, scheduling, communication, and time management skills. Sense of personal responsibility pertaining to the quality and success of project outcomes. Seeking an opportunity and environment that fosters growth and development of skills and experience.

SKILLS

- Proficient in Microsoft Word, Excel, and Database
- Project Scheduling
- Performance Planning
- Student and Parent Relations
- Organization and Time Management

EDUCATION

University of Houston
Houston, TX • 05/2020

Bachelor of Fine Arts: Dance

- *Choreography* award (UH Dance Ensemble)
- *UH Dance Ensemble* dancer
- *Young Audiences Touring Company* dancer 2017-19
-Toured science dance program, *Safari*, in elementary schools under Rebecca Valls
- ACDA Scholarship Recipient

WORK HISTORY

Dayton Academy Of Dance - Assistant Coordinator
Dayton, TX • 06/2018 - 06/2022

Teamed with Director to fulfill the following duties:

- Managed and created camp schedules
- Coordinated with and delegated duties to staff
- Managed and executed enrollment processes
- Developed and implemented budget for projects
- Social media promotion

Kate's Dance Productions - Schedule Coordinator
Dayton, TX • 01/2018 - 05/2022

- Managed/distributed all scheduling with parents, students, and staff utilizing programs and apps such as BAND app, e-mail, and Master Calendar for competitive junior dance company.
- Created weekly rehearsal schedule for competitive junior dance company, *Kate's Dance Productions*

Dance Source Houston - Distributor
Houston, TX • 01/2019 - 01/2020

- Monthly distributor of press materials for DSH members to nearly 50 locations
- Developed driving routes to maximize mileage & time efficiency during distribution weeks
- Calculated mileage and updated time log
- Communicated changes in currently listed locations, and

offered additional locations to DSH

- Picked up and organized press materials for even distribution to locations

Young Audiences Of Houston - Teaching Artist

Houston, TX • 01/2021 - Current

- Travel and teach arts-integrated program, *Dance for Reading* in elementary schools
- Respond to residency requests in timely manner
- Collaborate with educators to create and document arts-integrated lesson plans
- Submit digital media to YA for promotional purposes

Jewish Community Center - Dance Teacher

Houston, TX • 01/2023 - Current

- Intro level ballet and tap teacher for kindergarten and first grade classes

Mezclada Dance Company - Stage Manager's Assistant

Houston, TX • 01/2023 - 01/2023

- Stage Manager Assistant for dance performance *All of the Above* (Midtown Arts & Theater Center Houston 2023).
- Communicate with stage manager, lighting designer, and dancers throughout rehearsals and performances
- Stage sweep/mop, curtain, troubleshoot tech problems as necessary

Taos Day School - Teacher

Taos, NM • 10/2022 - 01/2023

- Intro hip-hop, tap, and acrobatics dance teacher for arts enrichment program in Native Reservation public school (Bureau of Indian Education)
- Encouraged student feedback through interest surveys to allow for active consideration of student views to build culturally-sensitive curriculum
- Provided inclusive, positive, learning environment for students to express themselves

Taos Dance Academy - Teacher

Taos, NM • 07/2022 - 01/2023

- Contemporary dance intensive (July 2022) with a focus in

building improvisation, and composition skills.

- Intro through intermediate level ballet and hip-hop
- Choreographer and stage runner for *The Nutcracker* (Taos Center for the Arts 2022).
- Communicated with parents to provide feedback, guidance and support to students on participation and performance.

Dayton Academy Of Dance - Teacher

Dayton, TX • 06/2014 - 06/2022

- Assisted in recital planning each year of employment
- Stage runner for academy's performances as well as costume and prop design
- Choreographer for recital dances as well as performances for local events
- Taught the following techniques: ballet, modern, contemporary, acrobatics, improvisation and choreography, jazz, and tap
- Interacted and maintained positive, lasting, relationships with students and parents

Hyewon Lee - Private Nanny

Houston, TX • 02/2022 - 05/2022

- Private nanny for two-year-old children

Galena Park Elementary - Long-Term Substitute Kindergarten Teacher

Houston, TX • 10/2020 - 06/2021

- Fulfilled full-time teaching responsibilities for kindergarten grade level
- Passed state exams: TEXEs core subjects EC-6, and TEXEs Science of Teaching Reading
- Kept accurate and current attendance records and assignment sheets to maintain file compliance.
- Conferred with parents or guardians, other teachers, counselors and administrators to resolve students' behavioral and academic problems.
- Attended professional meetings, educational conferences or teacher training workshops to improve professional competence.

Dance Du Coeur Sugar Land Dance Studio - Teacher

Sugar Land, TX • 06/2019 - 05/2021

- Intro level ballet, and intro through advanced acrobatics
- Choreographer and backstage assistant for recital

Kennedy Dance Theatre - Aerial and Acrobatics Teacher

Houston, TX • 01/2019 - 01/2020

- Intro level aerial silks, and intro through advanced level acrobatics
- Choreographer and backstage assistant for recital
- *Greatest Showman Summer Camp*(2019).

The Artz Performance Academy - Acrobatics and Aerial Teaching Assistant

Houston, TX • 01/2018 - 01/2019

- Aerial teaching assistant
- Acrobatics and dance teacher
- Oversaw and enforced safe practices in the aerial gym

Eagle Pointe Recreation Complex - Group Class Fitness Instructor

Mont Belvieu, TX • 02/2014 - 01/2019

- Dance cardio group fitness instructor
- Soul Grooves certified