



PERSONAL PROFILE

Self-motivated and highly reliable university student positioned to contribute strongly to customer service operations demanding tact, enthusiasm, and an exemplary work ethic.

CONTACT INFORMATION

Personal E-Mail Address:
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(941) 773-7085

CARLEY MARIE SCHMITT

EDUCATION

B.S., AMERICAN DANCE PEDAGOGY (ANTICIPATED GRADUATION MAY 2021)

The Ann Lacey School of American Dance and Entertainment at Oklahoma City University, Oklahoma City, OK
3.68 GPA

- Currently pursuing comprehensive four-year course of study in dance pedagogy, laying solid groundwork for eventual career in dance and entertainment.

Relevant Coursework Includes:

- Ballet Pedagogy
- Jazz Pedagogy
- Tap Pedagogy
- History of Teaching Dance
- Choreography Theory

Educational Accomplishments Include:

- Dean's List, President's List; Students of Arts Management; National Society of Leadership and Success, American Spirit Dance Company

EXPERIENCE

2017-PRESENT: Ann Lacy School Co-Curricular Experience

The Ann Lacy School of American Dance and Entertainment at Oklahoma City University, Oklahoma City, OK

- *Line Captain for American Spirit Dance Company:* ensuring the integrity of the dance is maintained throughout the rehearsal process as well as performance by helping dancers communicate with the choreographer
- *Member of Wardrobe Crew for American Spirit Dance Company:* organizing and cleaning costumes, helping performers with quick changes during shows
- *Member of Ticket Office Staff for American Spirit Dance Company:* selling tickets and running Will Call at performances
- *House Staff for Choreography Showcase:* greeting guests upon entrance to the theater, assisting guests throughout the performances including taking tickets, providing programs, guiding them to their seats and giving directions during intermission to facilities and refreshment area
- *Merchandise Staff for American Spirit Dance Company and Ann Lacy School Auditions:* sold refreshments and Students of Arts Management merchandise before and during performances as well as throughout auditions ensuring accurate payment was received and inventory tracked
- *Registration Assistant for Ann Lacy School Auditions:* collecting and organizing paperwork from prospective students
- *Measurement Assistant for Ann Lacy School Auditions:* collecting measurements from prospective students
- *Greeter for Ann Lacy School Auditions:* welcomed prospective students and their families into the dance school and helped them navigate the audition process

SKILLS

- **Communication and Presentation:** Charismatic communicator in speech and in writing. Build lasting relationships with both peers and superiors.
- **Organization and Computer Skills:** Outstanding time-management and organizational abilities. Technical proficiencies include Microsoft Office Suite and Social Media Platforms.
- **Key Strengths:** Intelligent and loyal team member, readily listening to others, acknowledging peer accomplishment, and contributing to positive and productive work environments and team morale.