

# LANE DALLAPE

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## EDUCATION

**Brenau University-** 2020-2023, *Bachelor of Arts; Summa Cum Laude*

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## EXPERIENCE

Premium Payable Analyst

**EPIC Brokers and Consultants-** Jersey City, NJ

*7/2025- Present*

- Daily payments to carriers for insurance premiums
- Coding invoices and working monthly carrier statements
- Frequent communication with various members of the team and company to ensure complete and accurate billing

Ecommerce Team Leader

**Wegmans-** Astor Place, NY

*06/2024-7/2025*

- Growing the business in catering and Meals2Go
- Communicating with leadership when we have new, large, or important orders to provide incredible customer service
- Ensuring proper processes are followed
- Taking care of and supporting the team

Accounting Team Leader

**Wegmans-** Princeton, NJ

*11/2023-06/2024*

- Practicing skills including balancing and reconciling accounts daily and week ending
- Use of critical thinking and problem solving, especially when researching journals and communicating with finance to resolve discrepancies
- Daily and weekly payroll, including management of timecards, violations, transfers, paid time off, adjustments to salaried hours/owed time, and finalization for the week to ensure everyone is paid properly
- Daily and weekly bookwork, including hourly management and balancing of cash flow in office, balancing daily sales, and management and documentation of varying store expenses
- Leading a team of employees and encouraging effective communication
- Daily e-mail communication with upper management, execution of tasks in a timely manner
- Management of materials in office and data in bookwork to ensure necessary compliance for random audits
- Training employees

Teacher and Front Desk Personnel

**Princeton Ballet School-** Princeton, NJ

*09/2022-Present*

- Overseeing front desk operations and guests' needs
- Assist with scheduling, written communication for various projects, and other organizational tasks such as checking conflicts and weekly hours for teachers and accompanists
- Greeting visitors, offering assistance, and answering questions
- Teaching trainee rehearsals and variations classes
- Teaching school ballet technique classes for all ages
- Subbing for adult ballet classes

#### Front End Coordinator

**Wegmans-** Princeton, NJ

*07/2021-11/2023 (Cashier 08/2020-07/2021)*

- Provided exceptional customer service and addressed customer's needs in the moment to assist with retaining business
- Managed and cared for cashiers and business flow on the Front End of the store
- Collaborated and communicated with other members of management for problem solving and efficiency
- Kept all breaks and lunches on time
- Worked at a fast pace and completed checklists through the day to ensure tasks were complete

#### Teacher

**Vision Dance Center-** Dayton, NJ

*01/2021-06/2024*

- Teaching contemporary, modern, and ballet classes for ages 12+
- Subbing for tap, jazz, and ballet classes for ages 7+
- Choreographing, setting, and coaching recital dances
- Promoting creativity and encouraging students to explore expression through movement
- Providing constructive corrections to encourage and strengthen students

#### ACDA Social Event Co-Coordinator

**Brenau University-** Gainesville, GA

*04/2023*

- Oversaw and assisted with set-up for the event of over 400 attendees, including determining, purchasing and transporting materials, directing set up of decorations, assisting vendors with the set up of food, answering questions and providing them with any other needed supplies.

#### Residential Assistant

**Kaatsbaan Summer Dance Intensive-** Tivoli, NY

*07/2022-08/2022*

- Managed and took care of students in the program
- Checked in students at meal time and set up food for them
- Cleaned common spaces
- Planned activities and chaperoned students on outings

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## ADDITIONAL SKILLS

- CPR/First Aid Certification
- Personable Demeanor
- Time management
- Problem Solving Skills