

STEPHANIE UNGER

**ADMINISTRATOR, MARKETER, TEAM
PLAYER, INSTRUCTOR, AND ARTIST**

Experienced arts administrator and instructor for dance companies, dance studios, an after school program, and a school-touring dance company. Specialty in marketing work, especially in communications: email, writing, and phone skills. Retail and customer service representative. Dance performer, choreographer, and director.



(352) 672-1026



stephanie@ungermail.com



2010 Monterey Cir apt E,
Alameda, CA 94501

WORK EXPERIENCE

Marketing Professional

2013-2024

- Freelance Marketing Specialist
- Marketing Manager
- Social Media and Project Manager
- *Email and website updates, photography and design, physical collateral, social media*

Retail Supervisor and Customer Service

2007-2013

- Barista Trainer
- Shift Supervisor
- Customer Service Representative
- *Team management, inventory, engaging with customers*

Arts Administrator

2010-2020

- Managing Director
- Artistic Director
- Touring and Outreach Director
- *Managing grants, marketing, coordinating schedules, fundraising efforts*

Childcare and Instruction

2006-2023

- Kindergarten Teacher
- Dance Instructor
- After School Program Instructor
- *Classroom management, curriculum design, communication with parents*

EDUCATION

2002-2006

University of Florida

Bachelor in English, cum laude

1998-2002

Douglas Anderson School of the Arts

Graduated with honors

SKILLS

- **Administrative tools:** Google Suite
- **Email tools:** Constant Contact, Mailchimp
- **Project management tools:** Asana
- **Communication tools:** Slack
- **Various marketing and design tools**