

ASSISTANT DIRECTOR

Summary

Previously doing executive administrative work; experienced in multiple work settings: maintenance, marketing, finance, health care, customer service, hospitality, educational and instructional; also achieving artistic experience work as a Choreographer, Dancer, Videographer, Producer, and Professor; culturally aware and diverse having traveled internationally; philanthropy work serving as a board member for various non-profit organizations, volunteering at hospitals, and being active within the community. I, Annika Kay, at age 33 now, have done and experienced a great deal at a young age; I am well equip to take on just about any task presented to me and I am extremely capable and eager to learn that which I do not know yet. I am a professional individual who is always able to meet deadlines, polite, positive, considerably responsible and quite astute as well as logical and rational; And strive to maintain both humility and kindness in all that I do.

Skills

- Final Cut Pro proficient, motion, live-type, camera operation, editing.
- Computer: Microsoft Office, Excel, Power Point, Quickbooks, Creative Suite, html, 120
- wpm, 10-key proficient, online databases, filing and back-up drives, troubleshooting,
- web-design and graphic design.
- Writing: copy writing, letters, grants, project proposals, spreadsheets, cost analysis,
- memos, budget reports, meeting minutes, job descriptions, policies and procedures,
- handbooks, etc.

Experience

12/2012

Assistant Director Company Name 1/4 City , State

- March 2016 Supervisor: Ed Huddleston, Director of Plant Operations x2268 (may call for reference) GENERAL DESCRIPTION: Assist in the oversight of Plant Operation services; provide information and serve as a resource to department Administrator(s) and staff; achieve defined objectives by assisting in planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines, codes, and regulations; and supervising and directing assigned staff.
- DETAILED DESCRIPTION: - Assesses incidents, complaints, etc as needed and/or assigned (e.g.
- building break-ins, utility problems, etc.) for the purpose of resolving or recommending a resolution to the situation.
- Assists in the development and monitoring of department budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Assists, as needed and/or assigned, in the personnel management of department employees (e.g.
- selection of new hires, promotions, terminations, transfers, supervision, discipline, training, etc.
- for the purpose of maintaining staffing needs and productivity of the work force.
- Collaborates with internal and external personnel (e.g.
- department and District administrators, auditors, public agencies, community members, construction managers, architects, vendors, etc.) for the purpose of implementing and/or maintaining services and programs.
- Coordinates hazardous material (asbestos) containment and/or removal for the purpose of ensuring that campus is kept in a safe and effective manner and that all relevant legal regulations and guidelines are complied with.
- Facilitates and/or participates in meetings and workshops, etc.
- for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Inspects aspects of new construction, repair work, projects, equipment, work orders, daily maintenance and supplies for the purpose of ensuring that jobs are completed efficiently, specifications are within regulatory requirements and inspection reports and payment requests are correct.
- Monitors campus and department safety and preventative maintenance programs for the purpose of ensuring school is maintained in a safe condition and in compliance with OSHA/TOSHA requirements.
- Prepares a wide variety of written materials (e.g.
- correspondence, memos, reports, policy/procedures, budget, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Researches new products, laws, regulations, etc.
- for the purpose of recommending purchases, contracts and proper maintenance of campus wide services.
- Responds to emergency situations during and after standard hours for the purpose of resolving immediate safety concerns.
- SEPT 2012- Instructor/After School Program Specialist, Idyllwild Elementary School (951) 659-0750 JAN 2013 Supervisor: Sue - Director of After School Program
- Assisted children with their homework; planned and supervised activities; provided instruction, maintain order and safety among children, Page 2 AUG 2011- Admin.
- Assist/Substitute Dance Instructor, Dance Dept of Idyllwild Arts Academy JULY 2012.
- Supervised and tended to all dance students relating to injuries, concerns, questions, and moral support; taught dance classes; videographer for events and auditions; typed, filed, organized all documents.

06/2011

Owner/Artistic Director City , State

- Taught and Instructed children from ages 3-16 and adults ages 18-65 in areas of Modern, Jazz, Hip-Hop, Ballet, Tap, Tribal Fusion,

Stretch, and Cardio; producer for all performances, supervised students, book keeping, billing, maintenance.

06/2009

Office Manager Company Name 1/4 City , State

06/2010

Company Name

- Billing, accounts payable/receivable; scheduling; documentation; meet with parents and students regarding any concerns, questions, explanations with their lessons or instructors; JAN 2009- Video/Media Director, California Institute of the Arts (CalArts) - Valencia, CA MAY 2009.
- Taught video production courses in Dance Dept, supervised video assistant and crew, maintain, re-order, care, instruction, organization of all video/media equipment, set-up of all equipment and live edit within the theater for performances, updating and restoring the archive vault, documenting all performances, oversight of all video/media work within the dept.
- SmARTS Program - Idyllwild Elementary School.
- Taught art courses for all levels K-8th: capoeira, drumming, acting and improv, dance styles including hip-hop, jazz, salsa, African, waltz, and swing.
- Assisted in fundraiser events and participated in holiday caroling in hospitals.

Education and Training

2007

MFA

Master's of Fine Arts California Institute of the Arts

2003

BA

Bachelor of Arts California State University of Fullerton (CSUF)

2000

HS Diploma Orange County Educational Arts Academy

Interests

Gave demonstrations and open instruction for multiple dance styles that coincided with the concert in the park series. Isis Theater Company • Stage manager, lighting design/operator, audio design, videographer, fundraising, served as Board Member. Art Alliance of Idyllwild • Organized, set-up, and help ran events, public announcer, served as Board Member. Page 3 Various Finnish Organizations Finnish Lutheran Church, Los Angeles Finlandia Foundation, Los Angeles Scandinavian Foundation, National Finlandia Foundation, The Ladies of the Kalevala, Finnish Club of North Hollywood.

Activities and Honors

Golden Key International Honor Society

Member of Dean's List and National Dean's List

Volunteer for:

CHOC Hospital

Los Angeles Finlandia Foundation

American Scandinavian Foundation

Wellspring Wellness Association

Peace of Mind Mental Health

Additional Information

- Community Arts Network (CAN) • Gave demonstrations and open instruction for multiple dance styles that coincided with the concert in the park series. Isis Theater Company • Stage manager, lighting design/operator, audio design, videographer, fundraising, served as Board Member. Art Alliance of Idyllwild • Organized, set-up, and help ran events, public announcer, served as Board Member. Page 3 Various Finnish Organizations Finnish Lutheran Church, Los Angeles Finlandia Foundation, Los Angeles Scandinavian Foundation, National Finlandia Foundation, The Ladies of the Kalevala, Finnish Club of North Hollywood. AWARDS / SCHOLARSHIPS / HONORS Member of Golden Key International Honor Society CSUF (2003) Member of National Dean's List CSUF (2000-2003) Distinguished Scholar Award (2000) GSE Recognition in Excellence in Chemistry and Reading & High Honor Roll (2000) Awarded the Ahmanson Grant for choreographic work. (2007) Honored a position on the Interdisciplinary Project Committee. Selects and delegates grant expenditures to project proposals by students at CalArts. Awarded the Video/Media Assistantship at CalArts (2006) Honored as distinguished scholar, presented a speech, representing the dance department at the graduation commencement ceremony (May 2003) Awarded a small scholarship fund for the recognition. SCHOLARSHIPS Christine Lyon Fund Dance Scholarship (CSUF - Fall 2000) Robert Christianson Dance Scholarship (CSUF - Spring 2001) Edith Morgan Dance Scholarship (CSUF - Fall 2001) Robin Johnson Dance Scholarship (CSUF - Spring 2002) Robert Christianson Dance Scholarship (CSUF - Fall 2002) Richard Willis Dance Scholarship (CSUF - Spring 2003) Front and Center Scholarship (CSUF 2001) Los Angeles Finlandia Foundation scholarship recipient (2001) to attend CSUF for Dance. National Finlandia Foundation (2002) to attend CSUF for Dance.

Skills

10-key, accounts payable, Arts, art, back-up, Billing, book keeping, budget, CA, contracts, copy writing, cost analysis, databases, directing, documentation, editing, edit, filing, Final Cut Pro, financial, grants, html, inspection, Inspects, instruction, Instructor, legal, letters, Director, materials, meetings, Excel, Microsoft Office, Power Point, Monitors, new construction, personnel, personnel management, camera, policies, Researches new products, producer, proposals, Quickbooks, safety, scheduling, spreadsheets, staffing, Supervisor, supervising, supervision, swing, troubleshooting, type, Video, video production, Videography, videographer, web-design and graphic design, workshops, written

