

KIRSTEN KAUFFMANN

New York, NY | kirstenkauffmann@gmail.com | (314) 691-8510

EDUCATION

Marymount Manhattan College, New York, NY August 2019 - May 2023

Bachelor of Fine Arts in Dance; Choreography Concentration; Arts Management Minor

- National Honors Society of Dance Arts; Tri-Alpha Honor Society
- Graduated Summa Cum Laude | Cumulative GPA: 3.9 | Dean's List (2019 - 2023)

WORK EXPERIENCE

Ballet Academy East, New York, NY September 2021 – Present

Dance Teacher

- Teach ballet and tap curriculum to students ages 2-7
- Develop students' technique, musicality, and artistry with age-appropriate exercises
- Function as liaison between teachers, parents, and administrative staff

Kelly's Yoga and Fitness, Remote August 2021 – Present

Administrative Manager

- Maintain client records through data entry and monthly progress reports
- Manage website/email list and provide IT support
- Assist with social media and marketing through graphic design and content creation

Movement Research, New York, NY July 2022 – August 2022

Programs & Events Intern

- Worked as registrar at front desk, checking in students and overseeing proper safety protocols to minimize the spread of COVID-19
- Expanded database of contacts and recorded class registrations & payments using Filemaker Pro software
- Maintained clean and organized studio spaces during summer workshops

Afton Community Center, St. Louis, MO August 2020 – July 2021

Yoga Instructor

- Planned yoga classes for a range of skill levels to offer helpful instruction to all students
- Led guided meditations at the beginning and end of each class to create a peaceful atmosphere
- Kept studio space sanitized and followed pandemic protocols to ensure student safety

LEADERSHIP EXPERIENCE

Marymount Manhattan College, New York, NY August 2020 – May 2023

Vice President of National Dance Education Organization

- Facilitated meetings to discuss working in the dance education field
- Coordinated fundraising events to cover students' NDEO membership fees, giving them access to career resources
- Organized student records, keeping track of eligibility for members to join National Honor Society of Dance Arts

CERTIFICATIONS

Yoga Alliance, National

- 200-Hour Registered Yoga Teacher Since May 2019
- 30-Hour Certified Children's Yoga Teacher Since April 2022

SKILLS

Technical: Microsoft Office Suite; Google Drive; FileMaker Pro; Zoom

Languages: English; Conversational French

Other: Classroom Management; Customer Relations; 100 WPM Typing Speed