

# TAYLOR ANDERSON

BACHELOR OF SCIENCE, DANCE MANAGEMENT OKLAHOMA CITY UNIVERSITY 2023

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## EXPERIENCE

### STUDIO PRODUCTION & TECHNICAL INTEGRITY ASSISTANT

ROYAL CARIBBEAN ENTERTAINMENT | AUGUST 2023 - CURRENT

- Supported initiatives to maintain archival and current documentation for Creative Talent, Technical Integrity, Artistic Integrity, Casting, and New Productions
- Created the database for fleetwide technical operational documentation with Box and Smartsheet
- Conduct routine Smartsheet database updates and brainstorm ideas to implement automations by creating formulas for the Entertainment department
- Assist in collection, management, and organization of show documentation from ships as needed, including conversion of files and records from various online platforms
- Assist in the accumulation of show videos for Artistic Integrity
- Record and archive all office runs (official, unofficial, and closed), manage the live streaming, and assist the creative teams with set up for the office run.
- Any video and audio editing that is needed for various projects using platforms such as iMovie, Adobe Premiere Pro, and Audacity
- Teamwork and collaboration with creative team members throughout their rehearsal process

### COSTUME SHOP STUDENT PROFESSIONAL

ANN LACY SCHOOL OF AMERICAN DANCE AND ENTERTAINMENT | OKLAHOMA CITY UNIVERSITY | AUGUST 2022- MAY 2023

- Oversaw the Costume Shop Assistants, enhancing team cohesion
- Organization of costume inventory and created the online database with SharePoint

### PERSONAL ASSISTANT

FAST NICKEL INC. | JANUARY 2022- FEBRUARY 2023

- Facilitated brand deals by scheduling meetings with various companies
- Created and edited social media reels and posts

### PRESIDENT

STUDENTS OF ARTS MANAGEMENT | MAY 2022 - APRIL 2023

- Oversaw the leadership team by having regular meetings to plan for future events
- Conducted monthly events (fundraisers, guest speakers, and banquets) for students

### ASSISTANT COMPANY MANAGER

ANN LACY SCHOOL OF AMERICAN DANCE AND ENTERTAINMENT | OKLAHOMA CITY UNIVERSITY | AUGUST 2022- DECEMBER 2022

- Ensured cast members compliance with safety procedures
- Mediated disagreements to come to a resolution

### TREASURER

STUDENTS OF ARTS MANAGEMENT | OKLAHOMA CITY UNIVERSITY | MAY 2021 - MAY 2022

- Managed the budget
- Designed fundraising events

## SKILLS

Leadership, Team Development, Organization, Microsoft Office Proficiency, Social Media Proficiency, Perseverance, Communication, Time Management, Creativity, SmartSheet Proficiency, iMovie Proficiency, Adobe Product Proficiency, Box Proficiency, Canva Proficiency, CPR Certified

## AWARDS

Summa Cum Laude Graduate

Most Promising Dance Universal Year 1

Volunteer of the Year Award: Ann Lacy School of American Dance and Entertainment