

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