



EMILY ROSADO



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Bayville, NJ 08721



(732) 765-2566



mlyclmn@gmail.com

DIRECTOR OF OPERATIONS

EDUCATION

BFA Creative Writing

Stephens College | Columbia, MO
2005

EMPLOYMENT

Dancers Inc.

Director of Operations
2008 - 2020

Louise Blouin Media

Editor, Gallery Guide
2007 - 2008

Stephens College

Program Coordinator, Liberal Arts
2005 - 2006

Camp Vega for Girls

Assistant Program Director
2003 - 2005

PROFICIENCY

Microsoft Office

Word, Excel, PowerPoint, Outlook



Adobe Creative Suite

Acrobat, Photoshop, Illustrator



Website Editor

Wix, WordPress, Squarespace



Intuit

QuickBooks, Point of Sales



Database Software

DanceComp Genie, TourPro



PROFESSIONAL SUMMARY

Work Style Highlights: Fair-minded individual who uses concrete facts in a systematic way; enjoys working with others to organize details and operations well in advance to get the job done.

Contributions to the Organization: Adept at risk assessment and identifying potential problems in advance; able to procure, manage, and coordinate resources effectively to make the best of existing systems and structures.

Team Leadership Strengths: Provide stability and predictability using structure, schedules, and standard operating procedures; reward meeting goals and show appreciation for the contributions of team members.

RELEVANT SKILLS

- Design and implement business strategies, plans and procedures
- Set comprehensive goals for performance and growth
- Establish policies that promote company culture and vision
- Oversee daily operations of the company and the work of team members (Customer Relations, Marketing, Sales, Finance, Production, etc.)
- Lead employees to encourage maximum performance and dedication
- Evaluate performance by analyzing and interpreting data and metrics
- Write and submit reports to the leadership in all matters of importance
- Participate in expansion activities (investments, acquisitions, strategic alliances, etc.)
- Manage relationships with partners and vendors
- Comprehension of business functions such as HR, finance, marketing, etc.
- Demonstrable competency in strategic planning and business development
- Exceptional organizational and leadership abilities
- Excellent interpersonal and public speaking skills
- Aptitude in decision making and problem solving

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EXPERIENCE HIGHLIGHTS

FINANCE & AR/AP

- Receive and process vendor invoices
- Prepare payrolls for employees and independent contractors
- Consult with company accountant for tax preparation and filing
- Maintain the billing system
- Generate invoices and account statements

MANAGEMENT/HR

- Oversee daily business activities
- Hire and onboard new employees
- Evaluate and report on employee performance and productivity
- Maintain customer satisfaction in alignment with company goals
- Address legal concerns
- Design and conduct training programs
- Prepare checklists and paperwork for all departments
- Maintain employee records
- Oversee student workers and interns

MARKETING/PR

- Assist in planning and coordinating marketing efforts
- Research new products and service offerings
- Design and produce advertising materials both print & digital
- Spearhead company participation in conferences and trade shows
- Direct sales and lead generation efforts

TECHNOLOGY

- Manage all office technology: computers, printers, router/modem, & phones
- Prepare set-up and user guides for equipment
- Research business technologies and implement them into the existing workflow
- Troubleshoot and repair equipment and systems as required

PRODUCTION

- Brainstorm and implement event plans
- Act as a liaison for vendors, exhibitors, and event personnel
- Assist in event prep, set-up, and breakdown
- Review hotel and venue contracts
- Inventory and maintain equipment and vehicles