# Kirsten Kaye Millan

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## PROFESSIONAL EXPERIENCE

**Marketing Associate, La Mezcla – San Francisco, CA** *2020 – Present*
- Promotes La Mezcla events by sharing behind the scenes videos and clips, and promotes opportunities for the community.
- Creates content including videos and flyers to be shared on social media as aligns with La Mezcla LLC's mission statement and brand to showcase all elements of La Mezcla's work.
- Consistently manages La Mezcla's website via WordPress, Facebook, Instagram, YouTube and Vimeo accounts, including maintaining a consistent presence by replying to comments and messages with attention to brand and online voice..
- Works with presenter marketing teams as needed and creates marketing material for local and national presenters.
- Support with providing and developing documentation for grant and organizational purposes.

**Communications Manager, Deborah Slater Dance Theater – San Francisco, CA** *2024 – Present*
- Consistently manage Wordpress website & co-manage social media accounts with copy that aligns with online voice and mission statement.
- Edit short form videos for online presence and promotion of work to presenters.
- Send mail, emails, and newsletters via Mailchimp to donors and the larger outward community to foster a lasting relationship with the organization.

**Freelance Professional Dancer – San Francisco, CA** *2013 – Present*
- Performance highlights include: Pachuquismo (2019, Brava Theater & 2022-24 National & International Tour & Festival Internacional Cervantino, La Mezcla), Ghostly Labor (2023-24 National Tour, La Mezcla), Parangal Dance Company (2023-Present, San Francisco, CA), Planet Celadon (2018, Asian Art Museum, Genevieve Quick, Featured Tap Dancer / Performance Artist), King's Day Festival (2017, Utrecht, Netherlands, Choreographer / Tap Dancer), Broadway Bares /SF (2016, 2019-Present: Featured dancer for REAF/Broadway Cares Equity Fights Aids). San Francisco Dance Film Festival 2020 selection: "Diwata: A Dance Film" (Performer & Choreographer)
- Experience in motion capture, film, and stage performance.

**Freelance Dance Teacher – Bay Area, CA** *2015 – Present*
- Highlights: California Academy of Performing Arts, Geary Dance Center, ODC, Duo Dance Academy, Parangal Dance Company
- Lead classes of students ages 6 and up to build a strong movement foundation.
- Use various methods of teaching to explain kinesthetic, visual, and audio learners to engage and inspire students.
- Teach expression and spatial awareness through dance and music while allowing growth for creative thinking, team building, self-discipline for the development of physical and mental health.

**Client Relations Associate – ODC, San Francisco, CA** *2018 – 2023*
- Greet and direct clients and function as point of contact for the general public seeking organizational information, provide way-finding assistance as needed.
- Knowledge of studio rentals policies, rates and procedures and receiving payment, address needs of studio tenants, and liaise with other staff members about Theater and Commons activity.
- Proficiency in MindBody Programs and provide administrative and event support to staff, including (but not limited to): calendar updates, invoicing, data entry, mailings and filing, etc.

**English Tutor/Teacher — Best in Class Tutoring Center, San Francisco, CA** *2014 – 2015*
- Prioritize and organize students' assignments, test scores, and grades while proofreading, grading, and assisting in revising student essays.
- Work with groups of students to explain vocabulary and grammar and moderate test taking.

## EDUCATION

**San Francisco State University – San Francisco, CA**
*Bachelor of Arts in History, Dance (Dual Degree)*
**University of Amsterdam – Amsterdam, NL**
*Humanities Erasmus Exchange–*

## ADDITIONAL SKILLS

- Proficiency in Mac/PC programs· WordPress · MindBody · Adobe· Social Media Analytics · Business Suite ·
- Fast Learner · Detail Oriented · Independently Motivated · Communication Skills · Time Management · Multitasking ·
- Strong Teaching Skills: Rhythm, Dance/Movement ·
- Passionate about Social Justice and Arts Education ·