

Maureen "Mo" Marmesh

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SUMMARY

Highly innovative and motivated professional who gives excellent attention to detail, but always considers the bigger picture. Efficient and adaptable in a high-stress environment. Consummate team player with strong work ethic and high level of productivity.

WORK EXPERIENCE HIGHLIGHTS

Activities Secretary, Millard South High School

August 2016 to Present

Develop content for social media. Create & distribute daily announcements. Book transportation for all athletic teams. Create a database of eligible athletes. Collect fees and clearance documentation for all athletes. Maintain facility use calendar. Produce rosters for athletic competitions. Complete pay sheets for game officials. Assist students, parents, faculty, and staff as needed.

Head Dance Team Coach, University of Nebraska at Omaha (UNO)

July 2015 to Present

Manage the dance team budget, tryouts, promotion of the squad, and choreography. Revitalized team guidelines, uniforms, workout routines, and implemented a fresh approach to game day appearances. Boosted communication between Athletic Department and the spirit teams by attending weekly Game Management meetings. Travel to tournaments, and participate in campus/community events while serving as a school ambassador.

5th Grade Class Size Paraprofessional, Aldrich Elementary School

October 2015 to May 2016

Support 5th Grade Teachers in classroom management, differentiated instruction, grading, and organization. Enhance student enrichment with creativity, positivity, and the opportunity to have an additional resource for interacting with the curriculum.

Dance Teacher/Dance Team Director, Coral Gables Senior High

August 2006 to June 2007, May 2011 to June 2015

Taught Miami-Dade County Public School Dance Curriculum to various levels of students. Coached and choreographed for dance team (Gablettes & Co.) leading them to 6 National titles and 1 World ranking. Increased dance team community outreach activities, performances, and events. Worked with school administration and booster club on budget and team guidelines. Successfully reduced team costs by producing pep rallies, dance recitals, talent shows, and school pageants as fundraisers. Masterminded the new team website by creating the overall look from scratch and continued to update with new content.

Assistant Director/Instructor/Judge, American Dance Alliance (ADA)

May 2003 to July 2011

Modernized marketing strategies by implementing social media and redesigning the company website. Interpreted customer feedback, managed email distribution, and organized dance competitions and camps. Choreographed and taught dance to middle school, high school, and college dance teams throughout the state of Florida. Taught at a fast-paced level in classes ranging from 6-50 students of various levels. Adjudicated elementary through high school level dance teams at the regional and state level.

Dance Teacher & Dance Impulse Interim Director, Miami Killian Senior High

January 2011 to June 2011

Taught Miami-Dade County Public School Dance Curriculum to various levels of students for teacher on maternity leave. Directed and choreographed for high school dance company. Restructured the scheduling process for the dance company. Increase student participation in fall recital. Produced the highest grossing show at the school.

Second Grade Teacher, Coconut Grove Elementary

October 2010 to December 2010

Taught Miami-Dade County Public School Second Grade Curriculum in the areas of reading, language arts, writing, social studies, mathematics and science for teacher on maternity leave. Collaborated with teachers to develop lesson plans and instructional materials. Provided individualized and small group instruction to adapt to the educational needs of each pupil.

Receptionist, Coconut Grove Animal Clinic

February 2010 to October 2010

Answered telephone, updated/filed patient records, faxed medical records, scheduled/followed up on appointments. Educated customers about medications, products and post-surgical care. Created a more streamlined and efficient method for documenting customer payment. Performed kennel duties and opening/closing tasks. Handled client communications and customer service.

Associate Producer, CBS Television Network

March 2008 to February 2010

Selected, coordinated, scheduled, and programmed content for various CBS Marketing partners including ,CBS Eye on American. Supervised production, editing, and distribution of CBS Outernet promotional content. Maintained detailed inventory of content distribution, legal clearance, and opposition logs. Created a production order, synopsis, and rundown for each partner on a monthly basis. Orchestrated host shoots in NY and LA including drafting and finalizing prompter script. Coordinated with segment producers from contributing sources (VH1, TV Land, etc.). Managed records of production costs including invoices and purchase orders.

EDUCATION/CERTIFICATION

Graduate, University of California at Los Angeles (UCLA)

June 2006 • GPA: 3.743

- B.A. World Arts and Cultures (Dance Concentration)- School of Arts and Architecture
- Member of Phi Beta Kappa
- B.A. Communications Studies (Mass Communications)- College of Letters and Sciences, emphasis on film, television, and media studies
- NDA Certified Dance Judge
- Florida Teaching Certifications: Dance K-12, Elementary K-6, Middle Grades Integrated Curriculum