

Sydney Foley

Current Professional Dancer/Nanny/Babysitter/Dance Instructor with 1+ years of customer service experience, 4+ years of caretaking/nannying experience, 1+ years of teaching experience, and 20+ years of dance experience

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EXPERIENCE

Shooting Stars Dance Studio, New York, NY — Admin/Dance Teacher

July 2023 - PRESENT

- Assist with all methods of correspondence, including phone calls, emails and social media
- Complete evaluations to ensure growth of each student
- Plan and coordinate scheduling for dance teachers' private lessons and dance classes
- Assist parents and students with joining the dance studio and answering any inquiries or requests
- Teach after-school classes at a nearby private school
- Organize the studio's schedule and student information through DSP

PB Metro LLC, New York, NY — CycleBar CBX

November 2022 - PRESENT

- Exhibit excellent communication skills, both oral and written
- Greet clients and respond to client inquiries, requests, and issues in a personable and efficient manner
- Help clients purchase memberships and book classes online or over the phone
- Clean cycling studio and common areas (i.e. bathrooms, front desk area, showers)
- Assist with bike setup
- Coordinate with manager to ensure that studio supplies are well stocked

New York, NY — Caretaker/Nanny

October 2019 - PRESENT

- Review and follow parent directions for all aspects of children's care
- Foster trusting relationships with an emphasis on mutual trust
- Maintain safe environments at all times
- Create activities that promote physical and mental development
- Prepare healthy snacks and meals according to individual needs

SKILLS

- Ability to learn quickly
- Computer proficient - Outlook, Clubready, MS Word, Powerpoint, Excel, Adobe
- Able to prioritize when faced with multiple demands
- Strong time management and organizational skills
- Personable and outgoing
- Punctual

EDUCATION

Marymount Manhattan College, New York, NY — Bachelors of Fine Arts in Dance with a concentration in modern

August 2018 - May 2022

DANCE COMPANIES/PERFORMANCES

- 32nd Pack Dance Company
(Company Artist)- New York, NY
2023-present
- CoreDance Contemporary
(Company Artist)- New York, NY
2022-present
- WestFest Dance Festival
(Dancer)- New York, NY 2023
- Versatility Dance Festival
(Dancer)- Boulder, CO 2023
- Dance In The Parks (Company
Apprentice)- Chicago, IL 2019
- Extensions Dance Company-

- Communicate openly with children's parents about daily activities and behavior

Starz on Broadway, Lynbrook, NY — *Dance Instructor*

July 2022 - July 2023

- Planned and oversaw dance classes for children
- Instructed in multiple styles of dance including ballet, jazz, hip hop,
- Delivered enjoyable and well-planned dance activities
- Documented and shared student progress with parents
- Followed all studio guidelines for safety
- Demonstrated the ability to inspire young pupils and maintain their interest
- Exhibited excellent communication skills, both oral and written
- Built meaningful relationships with dancers and their families

New York, NY — *Personal Assistant*

September 2018 - June 2020

- Assisted with all methods of correspondence, including phone calls and emails
- Made travel arrangements
- Organized documents and files
- Assisted with personal purchases
- Created powerpoints and spreadsheets for client's business
- Handled arrangements pertaining to various life events including birthdays, funerals and baby showers

Chicago, IL 2015–2018

•**The Osiris Legend**- Chicago, IL
Choreographed by Ron De Jesus
2016

•**Chicago Sky Flight Crew**–
Chicago, IL 2011