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.

Freelance Professional Dancer - San Francisco, CA 2013 - Present

Performance highlights include: Pachuquismo (2019, Brava Theater & 2022-2023 National Tour & Festival Internacional Cervantino, La Mezcla: Company Dancer), Parangal Dance Company (2023, 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, 2022, 2023 Featured dancer for REAF/Broadway Cares Equity Fights Aids). San Francisco Dance Film Festival 2020 selection: "Diwata: A Dance Film" (Performer & Choreographer)

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.

Retail — Sales Advisor (GameStop, H&M) San Francisco, CA 2014-2018

- Provide customer service on the store floor, in the fitting rooms, and at the cash desk
- · Actively work with garments and merchandise organizational skills and multitasking,
- Follow all sales routines, policies and guidelines to assist in loss prevention and safety for the store,
- Work well in a team and actively support and assist colleagues.

EDUCATION

ADDITIONAL SKILLS

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

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