

JOSIE WHEELLEY

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443-966-2675
Bel Air, Maryland

EDUCATION

Oklahoma City University – B.S. Dance Management Projected 2026

North Harford High School – High School Diploma 2022

**90-Clock Hour Childhood Education Certificate*

Scholarships – OCU Dance Talent Scholarship

Relevant Coursework–

Dance Studio Management, Management of Nonprofit Arts Organizations, Stage Management and Production, Development and Fundraising, Choreography Production

EXPERIENCE

Artistic Director Assistant/ Choreographers Assistant **January 2025–Current**

- Recorded blocking notes with timestamps, managed communications, and resolved issues.
- Director – Tiffany Van der Merwe, Assistant Director – Tye Love

Costume Shop Assistant | Ann Lacy School **August 2023–Current**

- Assisted with costume builds and alterations, reporting directly to the Costume Designer.
- Costume Designer – Jessica Telfer

Audition Marketing Assistant | Star Dance Company **January 2025**

- Captured behind-the-scenes photos and videos while engaging with dancers.

Assistant Moving/ Static Light Board Operator | Student Choreography Showcase **October 2024**

- Assisted with lighting cues, documented all changes, and recorded cue sets.

Restaurant Host | Highway One Company **June–August 2024**

- Greeted guests at their tables, resolved issues, and trained new employees.

Room Assistant | Next Generation Ballet **June–July 2023**

- Conducted nightly room checks, mentored dancers, and assisted with excursions and grocery runs.

Personal Assistant | Fast Nickel Inc. **April 2023–April 2024**

- Sent emails to casting directors, updated the website, and coordinated deliveries.

Philanthropic Coordinator/ Director of Health and Wellness | Alpha Phi **January–December 2023**

- Managed the house calendar, checked in on sisters, and assisted with Philanthropy Week.

Assistant Wardrobe Supervisor **August–December 2023**

- Made quick alterations, supervised the crew, and problem-solved under pressure.

Small Business Owner | Skirts By Josie **March 2020–April 2022**

- Sewed and sold skirts, collaborated with costumers, and fulfilled special requests.

SPECIAL SKILLS

Organization, Dance Captain, Advanced Sewing Skills, Customer Service, Leadership, Problem Solving, Time Management, Team Work, Motivation, Experience with Canon Cameras, Video Editing, Microphone Competence, Calm Under Pressure, Patience, Selflessness