

Resume

Charlee Ryan

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Authorized to work in the US for any employer

Work Experience

Owner

Studio 1 PMC Dance- Pine Mountain Club, CA

Aug 2022-Present

Employ 5+ dance instructors, Accounts Payable and Receivable, Marketing and Media Management, Onboarding new employees, teach and create dances and dance technique to ages 2-75. Create performance events, community outreach programs and participate in all local venues and parades. Along with choreography and other dance related projects I do grant writing and reporting to further expand our studios community goal of providing free and low cost dance to the mountain.

Cashier

Pine Mountain General Store

April 2022-April 2023

I started as a deli employee and was promoted to opening cashier where I often ran both departments due to being short staffed. Besides customer service and general cashing I was also in charge of receiving the majority of all orders, inventory and payments. As one of the only non family employees at this market it was a privilege to be given keys, safe and security codes. I enjoyed my time with the customers who still stop me to tell me how much they miss me. I would have continued my time there if I was able to pay more bills on the salary I was given and I am currently the only employee that the owner has stated "Come back whenever you'd like", to.

Family Advocate and Project Coordinator

Mountain Communities Family Resource Center - Frazier Park, CA

May 2021 to May 2022

Manager of department, Case management, prop 10 files that have special reporting and security coverage, direct service with clients, data entry and administration.

I also created fundraising events as outlined in our grants or as the community needed, I created Children's Circle, and the Kindness calendar for Give Big Kern that is used currently.

My first month I was promoted to Project Coordinator and made full time. I ran the Community Park day my first day as Project Coordinator and expanded the programs by 10! I also created spreadsheets, attended collaborative meetings and media management to promote or outline our projects.

Accounts receivable and multi database data tracking.

Quarterly reporting and monthly reporting for grants and funding.

Handled confidential information about clients and connected them to resources within our community and larger city areas.

Together our team streamlined forms and data to create a cohesive system that could be accessed and understood by even the newest employees.

Resume

Dance Instructor

In the Wings Studio of Dance - Frazier Park, CA

January 2013 to June 2022

Create and teach dances to kids ranging from 2 years of age to 15

I started this job cleaning the studio for free classes when I turned 18 I got hired on as an assistant teacher and then stepped up as a teacher during a moment of short staffing. But they haven't looked back since! I also assisted in all performances. I had my own classes where I choreographed dances for events and performances.

Office Manager

Todd's Costumes - Pine Mountain Club, CA

April 2016 to January 2017

A small business where my job duties were to run the business and take care of the customers. With the exception of sewing the costumes, I was in charge of inventory, website design and maintenance along with customer service, sales, and shipments. I pointed out many flaws to the system that was in place including payments on a building that we no longer occupied. I enjoyed this job and was saddened to see it close down.

Food and Beverage Manager

El camino pines - Frazier Park, CA

January 2016 to June 2016

Plan meals from 45-200 people, keep up with inventory and other kitchen essentials, including staffing and scheduling.

I brought fresh gluten free and vegan alternatives, new menus and vendors to a system that was stuck looking for new ideas and new clientele.

Speed, organization, preparation, patience and delegation.

Cook- Interim Food and Beverage Manager

Bistro on the greens - Pine Mountain Club, CA

January 2014 to October 2016

Prep and cook food to order and inventory. Occasional deep clean. Plan event meals and menus within a budget and oversee staff.