

# JORDAN HARTMAN

## Management Resume

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## PROFESSIONAL SUMMARY

Results-driven arts manager with a strong foundation in leadership, project coordination, and digital marketing. Experienced in managing teams, producing events, and building brand engagement across platforms. Developed multiple management skills through hands-on roles in college, including marketing, operations, and director-level support. Passionate about creative strategy, efficient organization, and leading high-impact initiatives in the arts and entertainment industry.

## SKILLS

Complex Problem Solving | Coordinator | Collaborative | Public Speaking | Detail Oriented | Decision Making | Teamwork | Team Management | Canva and Marketing | Customer Service | Outgoing Person

## CAREER EXPERIENCE

### **SOCIAL MEDIA MANAGER | Releve Dance Academy**

*April 2025 - Current, Osage Beach MO*

- Capture content of students and teachers
- Create and plan a content schedule
- Manage social accounts of the studio
- Create all post ideas and upload to platforms

### **DANCE TEACHER/CHOREOGRAPHER | Releve Dance Academy**

*June 2022 - Current, Osage Beach MO*

- Choreograph Competition Team Pieces
- Teacher of all ages (4-18+) and multiple styles
- Manage a classroom and organize class plans

### **STAGE MANAGER: ONBOARD & STUDIOS | NCLH (Norwegian Cruise Creative Studios)**

**Syd Norman's Pourhouse and Guest Entertainment**

*August 2024-March 2025, Tampa FL*

- Install Production in new spaces
- Create daily schedules and call times
- Manage cast members and guest entertainers
- Run weekly production meetings
- Manage 4 entertainment venues onboard

### **BACKSTAGE MANAGER | Act 1 National Talent Competition**

*February 2024- April 2025*

- Manage and organize backstage area in variety of spaces/venues
- Maintain schedule of competition
- Load-in and Load-out multiple stages and spaces
- Actively accommodate and problem solve with studios

## EDUCATION

### **OKLAHOMA CITY UNIVERSITY | August 2019 - May 2023**

*Bachelors of Science in Dance Management*

- Magna Sum Cum Laude
- President's Honor Roll
- Provisional Membership Director of Phi Mu EE
- Philomathean of Phi Mu EE
- Nominating Chairwoman of Phi Mu EE
- Talent and Academic Scholarship Recipient
- Dean's List 2019-2023