

# AlexJo Stys

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## Summary of Profile

Accomplished, driven, and educated professional with arts administrative and management experience, seeking a full-time position to maximize skills. Friendly, highly organized and detail oriented. Track record of problem solving and being a quick learner. Worked in both non-profit and for-profit environments. Proficient in Microsoft Suite, Project Tracking and Coordination and Management of Special Events.

## Training/Education

**Southern Utah University** Masters of Arts in Arts Administration, 2019

*\* The Arts Administration Program Outstanding Master of Arts Graduate Award*

Related Coursework: Arts Advocacy & Cultural Policy, Board Relations & Planning, Marketing in the Arts, Fund Development, Leadership Development, Grant Writing, Accounting, Legal Issues in the Arts

**Muhlenberg College** Bachelor of the Arts in Dance and Psychology, 2012

*\*Elizabeth A. Carlson Memorial Prize for Outstanding Leadership*

*\*Sister of Alpha Chi Omega*

## Professional Experience

### Non Profit

**2019- present**

**The Natale Foundation Inc., *President***

- Develop, implement, monitor, and assess the organization's activities to ensure they are compliant and continually furthering the mission.
- Lead fundraising efforts and campaigns involving communication with individual donors and organizations for corporate sponsorship.
- Manage budgets and contracts of venue, vendors and performers for special events.

### Office Administration

**2016- present**

**J & J's Tri State Delivery Service Inc., *Account Manager***

- Actively communicate between dispatch, warehousing, transportation and billing to guarantee proper service & invoicing of high end product.
- Serve as the 'White Glove' client's representative to ensure their demands are met with a primary focus on improving their last mile experience.
- Create pricing and reference sheets for special projects: NY Press Party, Vogue Photo Shoot, NYC Showroom Displays

### Higher Education

**New Jersey City University, *Adjunct Professor***

**2016- 2021**

- Develop lesson plans for classes within the Music, Dance and Theater Curriculum (Musical Theater Workshop, Movement for Actors, Tap Dance)
- Prepare works for culminating end of semester project
- Resident choreographer for spring and fall musicals

### Dance Organizations

**LEON Dance Arts NY, *General Manager***

**2011- 2016**

- Coordinate all aspects of seasonal dance intensives and workshops for 100+ students and 25+ faculty, including securing housing, studio and office space in the New York City area.
- Coordinate the company shows and showcases involving successful choreographers.
- Expanded the organizations visibility via social media, constant contact emails, advertisements, and festivals.