

PENELOPE WELLS

Technique Instructor

✉ p.wells@email.com

☎ (123) 456-7890

📍 Baltimore, MD

🌐 [LinkedIn](#)

WORK EXPERIENCE

Dance Technique Instructor

Urban Evolution Dance Studio

📅 2022 - current 📍 Baltimore, MD

- Introduced DaVinci Resolve for video editing, **reducing post-production time by 21 hours per week** while maintaining content excellence
- Directed and supervised virtual dance workshops on Skillshare, reaching a global audience and generating an extra \$1,456 in workshop sales within six months
- Innovated virtual teaching methods through AltspaceVR, expanding the online student base by 38
- Produced engaging instructional videos with Adobe Premiere Pro, resulting in a 27% increase in student participation

Event Marketing Assistant

MGM National Harbor

📅 2019 - 2022 📍 Oxon Hill, MD

- Executed targeted email marketing campaigns with Salesforce Marketing Cloud, **boosting event attendees by 434**
- Coordinated on-site logistics using Eventbrite Organizer, facilitating a 17% reduction in queuing times
- Negotiated vendor contracts, reducing event expenses by \$2,068 through budget management with QuickBooks
- Implemented a QR code ticketing system with Zkipster, streamlining guest entry and saving 68 staff hours

Receptionist

MedStar Health

📅 2016 - 2019 📍 Columbia, MD

- Reduced appointment no-shows by 36% through patient reminder calls with RingCentral
- Fostered impactful patient comfort by creating a visually appealing and informative waiting area using Canva
- Executed a seamless transition to a paperless document management system through SharePoint, **minimizing administrative errors by 13%**
- Maximized the use of MedStar's internal communication platform for faster response times, enabling the team to handle 16 more queries per day

EDUCATION

High School Diploma

Walt Whitman High School

📅 2012 - 2016

📍 Bethesda, MD

SKILLS

- Adobe Premiere Pro
- DaVinci Resolve
- FL Studio
- Canva
- CorelDRAW
- AltspaceVR
- MyFitnessPal
- Skillshare