

IO ERMOLI

Hime07@live.com

EDUCATION

Bachelor of Fine Arts in Dance

May 2024

Florida State University, Tallahassee, FL

- Cumulative GPA: 3.99 | Summa Cum Laude

EXPERIENCE

Front Desk Associate | Cassandra Cotta

June 2024-Present

Pilates People, New York City, NY

- Deliver excellent customer service, responding promptly and accurately to inquiries via phone, email, and in person.
- Schedule appointments, process payments, and welcome and check in clients using the Mindbody and ClassPass platforms.

Performing Arts Intern | Karin Yamamoto

Jan. 2024-May 2024

Japan Society, New York City, NY

- Collaborated with senior staff members to curate and manage the Performing Arts archive, ensuring accurate documentation and accessibility.
- Researched and prepared visa and promotional materials for international artists.
- Welcomed guests, scanned tickets, and ushered audience members for performances.

Administrative & Archival Intern | Ansje Burdick & Chris Cameron

Jan. 2023-Dec. 2023

Maggie Allesee National Center for Choreography, Tallahassee, FL

- Organized and updated the MANCC Digital Archive with over 150 residencies for future artists to easily access their own and others' documentation.
- Prepared the artist's workspace and welcome materials before arrival.

Director's Assistant | Logan Tharpe

Aug. 2022-June 2024

Artistry Dance Alliance, Tallahassee, FL & Remote

- Managed the competitive company's charges and registration for 50+ dancers and 90+ dances for all events throughout the year.
- Monitored the director's deadlines to prevent forgotten payments and tasks.

Dance Camp & Intensive Instructor/Choreographer | Trina Dodd

Jun.-Jul. 2021-2023

Gretchen Greene School of Dance, Savannah, GA

- Taught classes and choreographed for ages 4-18, fostering a love of dance.

ADDITIONAL SKILLS

Microsoft Office, Google Suite, Zoom

Social Media (Instagram, Facebook)

Video Editing (Final Cut Pro, Adobe Premier)

Stage Management