

# CAROLINE ARAMENDIA

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## EXPERIENCE

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### Program Manger

*Alchemy Ballet Academy | June 2026 - Present*

- Support the administration and daily operations of a nonprofit ballet organization, coordinating programs, communications, and studio logistics.
- Collaborate with leadership to improve organizational systems, support strategic initiatives, and enhance the student and family experience.

### Dance Instructor

*Virginia Dance Conservatory | June 2025 - Present*

- Teach ballet, tap, and hip hop to Pre-K and elementary school students through engaging, developmentally appropriate instruction that builds technical skills, confidence, and artistry.

### Substitute Teacher

*Arlington Public Schools | May 2024 - Present*

- Assistant Directed *Dancing Through the Decades* dance performance (cleaned dances, managed dress rehearsals, costumes, & technical aspects of the performance).
- Created & implemented lesson plans for elementary, middle, & high Schools.

### Assistant Director & Choreographer

*Vienna Youth Players | May 2025 - July 2026*

- Choreographed a youth production (ages 10-18) of *Anastasia the Musical* and *Guys and Dolls*
- Assistant directed and choreographed youth production of *Guys and Dolls*. Ran auditions, created rehearsal schedules, and handled production logistics.

### Resident Assistant

*Oklahoma City University | Aug 2025 - May 2026*

- Managed administrative duties, including safety checks, key distribution, incident reports, and maintenance issues.
- Planned and executed educational, social, & community-building events.

### Teaching Artist

*Encore Stage and Studio | Jul 2023 – Jul 2025*

- Crafted lesson plans & taught singing, acting, & dancing for Pre-K through 4th grade.
- Fostered an environment that encouraged community & artistry.

### Marketing Assistant

*Star Dance Company | Jan - Mar 2025*

- Filmed and photographed rehearsals and performances for Move!
- Edited content for social media to promote the performance.

### Assistant Stage Manager

*Star Dance Company | Sept - Dec 2024*

- Developed theatrical paperwork (prop lists, shift plot, spike plot, etc.).
- Managed the backstage area & crew.

### Associate Choreographer

*WonderGo | Jan 2023 - Aug 2024*

- Choreographed Vienna Youth Players' musical production of *Newsies*.
- Choreographed *Mamma Mia* & *The Prom* for local high schools.

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## EDUCATION

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### Oklahoma City University

Bachelor of Science in Dance  
Management, Minor in History  
*Magna Cum Laude*

Coursework: Choreography Theory,  
Teaching Strategies, Stage  
Management, Development &  
Fundraising, Management of Nonprofit  
Arts Organizations, Business Finance,  
Production I/II/III, Ballet Pedagogy,  
Jazz Pedagogy, & Dance History.

### Kirov Academy of Ballet

(Washington, D.C.)

*Artistic Certificate: May 2022*

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## LANGUAGES

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English/Spanish (Bilingual)

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## VOLUNTEER WORK

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### Lyric Theatre of Oklahoma

Audition Monitor

### Kenmore Middle School

Assistant Dance Teacher

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## CERTIFICATIONS

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### American Ballet Theatre

National Training Curriculum:  
Pre-Primary through Level 3