

Frank Arena

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EDUCATION

Elon University, Elon, NC May 2017
Bachelor of Arts: Arts Administration
Bachelor of Fine Arts: Dance
GPA: 3.51
Study Abroad: Ghana-Performing Arts in Cultural Context January 2015

- Learned meaning of dance movements and performed in traditional setting of Ghana

INTERNSHIPS

Special Events Intern, *Wolf Trap Foundation for the Performing Arts*, Vienna, VA Summer 2016

- Assisted with the daily planning, logistics, coordination and execution of Wolf Trap's major fundraising events that help raise \$1.5 million annually.
- Executed membership fulfillment and cultivation events.
- Interacted with donors, prospects, and board members via phone, email, and on-site at events
- Coordinated set-up and registration at fundraising events.

Development Intern, *New York Dance Company*, New York, NY Summer 2015

- Researched prospective donors and updated donor information in database.
- Created and edited text for electronic and print materials, including newsletters and appeals.
- Corresponded with individuals regarding gift acknowledgement and benefit fulfillment.
- Provided on-site support for 3 performances.

Arts Intern, *Elon University Truitt Center for Religious & Spiritual Life*, Elon, NC Spring 2015

- Communicated with and scheduled guest artists for weekly inspirational gathering.
- Collaborated with 5 interns to host events that blended the arts and spirituality.

EMPLOYMENT

Teacher's Aide, *Elon University Art Department*, Elon, NC Fall 2014-present

- Guide students in completing assignments by hosting office hours to respond to questions.
- Assist professor with studio maintenance and operation.

CAMPUS LEADERSHIP

Co-Founder and President, *Delta Chi Xi Honorary Dance Fraternity*, Elon, NC Fall 2014-present

- Wrote by-laws and garnered support for new fraternity through outreach to students.
- Marketed new organization and increased membership by 75% in 2 years.
- Oversee organizational operations and delegate tasks to 4 executive board members.

Resident Assistant, *Elon University Residence Life*, Elon, NC Spring 2015-Fall 2016

- Mentored and supported 30 students in navigating personal and academic challenges.
- Planned and coordinated events to encourage diversity and community.
- Enforced university rules and regulations and took judiciary action as appropriate.

Orientation Leader, *New Student & Transition Programs*, Elon, NC Fall 2014 & 2015

- Developed activities to facilitate transition of 15 first-year students to university.
- Educated new students regarding university traditions, customs and expectations.

SOFTWARE SKILLS

- Proficient in Adobe Photoshop, Illustrator and InDesign
- Strong knowledge of Mac and PC platforms