

Melanie Holt

Phone (616) 304-2525
E-mail mgholt@umich.edu
Address 496 Shaw Estates Drive
Rockford, MI 49341
Website <https://www.melanieholt.info/>

Education

University Of Michigan
Bachelor of Fine Arts in Dance, American Culture Minor

Expected Graduation: May 2018
GPA: 3.894

Experience

American Dance Festival - Duke University, Durham, NC
Development and Executive Support Intern

May 2017 - August 2017

- Managed donor relations by enhancing and organizing donor benefits and various special events throughout the season
- Worked with the Director of Grants and Development Operations to maintain database
- Reported to Executive Director in regards to all booking and coordination of donor events and festival events, researched and booked all venues. Invited to sit on Board of Directors as a student representative - voiced my opinion regarding social media improvements company wide and overall student life at the festival
- Approached local businesses and perspective donors to create a productive relationship

University of Michigan School of Music, Theatre, and Dance, Ann Arbor, MI
Development and External Relations Intern

September 2016 - May 2017

- Updated Donor and Alumni Relationship Tool (DART), the University's database, with new interactions and affiliations, edited and researched data; maintained a professional level of confidentiality.
- Assist in various office tasks such as mailing, filing, and organizing
- Planned events alongside development staff in order to increase number of donors and students across campus
- Provide a student perspective, contribute to student promotional efforts, represent the school for donors

Artists Simply Human Dance Convention - Regional Tour, USA
Convention Staff & Demonstrator

September 2016 - Present

- Traveled to multiple tour stops for a three day workshop and performance showcase. Organized and set up convention merchandise, posters, computers, backdrops, and registration desks.
- Handled registration and class placement for each convention room. Work with other staff members backstage, tally judges scores, and made sure performers were prepared
- Handled all merchandise organization, transactions, and questions concerning apparel. Gave instruction on picture/video orders from the weekend. Worked with parents with questions/concerns regarding their dancer or studio

Leadership

Michigan Hackers - Engineering Organization, University Of Michigan
Core Team - Outreach

September 2017 - Present

- Reach out to perspective sponsorship companies in order to raise monetary and in-kind donations for Hackathons, Tech Talks, and Hack Night. Organize recruiting events for companies to recruit from our specific student base.

Dance Student Assembly - University of Michigan Department of Dance
Executive Board - Social Media Coordinator

September 2017 - Present

- Raise Michigan brand awareness via various social media outlets and website - generate unique photo and video social media content to facilitate user engagement leading to greater tickets sales and dance donor support. Represent the University of Michigan's Department of Dance shows and events to prospective students and community

University Musical Society - University of Michigan
Student Committee Board

September 2017 - Present

- Develop and execute a wide range of advertising plans for performances and shows to increase performance attendance. Research incoming theatre, dance, and music groups being presented in order to better market the upcoming performance to hundreds of course instructors, student organizations, university groups.