

# Kimberly Dulac *Leader/Performer/Educator/Admin*

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in <https://www.linkedin.com/in/kimberlydulac/>

🖱 <https://www.kimberlydulac.com>

👤 She/Her/Hers



Experienced leader, instructor, and performer with over 15 years of international experience. Excellent reputation for problem resolution, being a role model, "stepping in and up", improving overall operations, deep focus on maximizing profits, noted strong commitment to clear communication, and considering our environmental impact.

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## EDUCATION

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**B.A. Organizational Leadership, Brandman University** October 2018 – May 2020  
Summa Cum Laude USA

**Undergraduate Certificate Paralegal, Brandman University** October 2018 – May 2020  
USA

**A.A. General Studies, Valencia College** January 2014 – August 2017  
Orlando, USA

**High School Diploma, University of North Carolina School of the Arts** June 2005  
Winston-Salem, USA

**500 Certified Yoga Teacher** 2021  
Registered with Yoga Alliance and Yoga Alliance International

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## PROFESSIONAL EXPERIENCE

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**Company Manager, Deeply Rooted Dance Theater** October 2022 – February 2023  
Chicago, USA

- Maintains company artistic roster and drafts roster agreements
- Schedules and leads weekly meetings, rehearsal schedules, and communicating the information with staff
- Responsible for preparing and finalizing travel arrangements for company personnel including visas
- Creates and builds production budgets and inputs payroll in conjunction with executive team

**Lead Chaperone/Instructor, Hubbard Street Dance** June 2022 – July 2022  
Chicago, USA

- Oversaw operations to provide students with a safe, inclusive, and memorable summer experience
- Sent Invoicing for travel and logistics
- Problem Solving and Conflict Resolution with any issues
- Orchestrated, scheduled, and conducted daily meetings

**Educator, Lululemon** October 2021 – January 2022  
Orlando, USA

- Provided guests with world-class 'education' and guest experience in the areas of product, culture, and community by speaking authentically about product use through personal experience
- Demonstrated the culture held within the company with an attitude of fun, respect, support, and empowerment
- Responsible for providing coaching and support training to coworkers

**Lead Principal, Walt Disney World** June 2012 – December 2020  
Orlando, USA

- Created, managed, organized, and established databases for data collection for distribution and publication
- Scheduled daily schedules, as well as, employee PTO
- Organized and adjusted daily payroll entry
- Provided extensive training to new office staff and assisted in hiring of additional office staff

- Became proficient in Microsoft Office Suite
- Performed, rehearsed, and trained for daily live stage performances in dance and acrobatic stunts
- Performed and rehearsed for major nationally televised events including the ABC holiday specials and music videos on the Disney Channel

**Marketing and Production Manager, Unity Productions**

January 2015 –  
October 2020  
Orlando, USA

- Created, curated, and established databases for contacts and event locations
- Invested time in market research to develop databases for future events
- Managed distribution and processing of the invoices for clientele
- Responsible for coordinating and scheduling event locations, future employees, and execution of the events itself
- Created and published various marketing material via social media and email

**Event Production Manager and Performer, Various Entertainment Production Companies**

January 2016 –  
January 2020  
USA

- Managed all areas of events, from pre-planning, through the event day, and post-event activities
- Organized logistics of event preparation, including location scouting, stage design, and program implementation
- Determined appropriate levels of staffing and budget to stay within given monetary parameters
- Rehearsed and performed in live and filmed events to create magical moments for all guests

**Dance Captain and Performer, Universal Orlando Resort**

November 2013 –  
December 2020  
Orlando, USA

- Performed in live stage shows daily and at various events on property
- Taught, gave feedback and notes, and filed daily reports as dance captain for the live stage shows to maintain quality of show
- Exercised and trained daily to improve physical fitness, technique, and artistry
- Ensured personal attire and appearance were within the guidelines for entire team to ensure show quality was up to organizational standard

**Assistant Manager, Bistro Clo Clo**

March 2014 – January 2015  
Orlando, USA

- Created and managed weekly schedules for front of house staff
- Conducted thorough hiring and training for front of house staffing
- Managed, published, and created an update to date inventory with an extensive list of store items
- Calculated and compiled financial data for tax deductions for serving staff and end of the day total food sales

**Dancer/Dance Teacher, Joffrey Ballet**

August 2005 – August 2011  
Chicago, USA

- Performed classical and contemporary dance during filming and live stage productions
- Worked with choreographers to modify and refine dance technique and steps accordingly
- Exercised and trained daily to improve physical fitness, dance technique, and artistry
- Planned and oversaw group and individual classes in ballet, jazz, contemporary, lyrical, creative movement, pointe, pas de deux, and variations for ages 18 months to adult
- Provided a fun and creative environment for equity and inclusion
- Clearly communicated with a diverse staff of teachers and students

**Dancer, DanceWorks Chicago**

August 2008 – January 2011  
Chicago, USA

- Performed classical and contemporary dance during filming and live stage productions
- Taught and set choreography to company as team changed
- Attended daily class and rehearsals to improve physical fitness, technique, and artistry
- Coordinated with choreographers and directors to create, refine, and perform different styles of dance and choreography
- Developed professional network of entertainment professionals
- Attended meetings and work-related events including fundraisers and galas to improve community

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## SKILLS

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Management and Leadership Experience	Teamwork
Communication	Conflict Resolution
Problem-Solving	Detail Oriented
Multitasking	Microsoft Office
Google Suite	Diversity and Inclusion
Analyze and Synthesize	French B2

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## AWARDS

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<b>\$250 Grant to National Resources Defense Council</b> , <i>Walt Disney World</i> Earned through volunteer work for Disney's Voluntears Program	2020
<b>Quarterly Award</b> , <i>Walt Disney World</i> Given to employees nominated by senior management for being an outstanding employee	2019
<b>Grape Soda Award</b> , <i>Walt Disney World</i> Recognized for Environmental Awareness	
<b>Four Keys Recognition Cards</b> , <i>Walt Disney World</i> Safety, Courtesy, Show, and Efficiency	

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## AFFILIATIONS

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<b>Yoga Alliance</b>	2021 – present
<b>Actors Equity Association</b>	2016 – 2021
<b>Festival of the Lion King Green Team</b> , <i>Founder</i>	2020 – 2020
<b>Disney Shows Safety Team</b>	2016 – 2020

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## REFERENCES

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**Frank Murphy**, *Guest Experience Manager*, Disney  
fmurhpy603@gmail.com, 7323002005

**Steve Sweet**, *Proprietor*, Disney  
steven.sweet@disney.com, 3216894274

**Veronica Guadalupe**, *Owner*, True Pilates Chicago  
veronicaguadalupe6@gmail.com, 7734951027