

# Alexandra Papazian

## Summary

Business Management professional with 9 years of experience with a history of exceeding expectations in the development of people, pathways, and potential.

## Experience

January 2018 - Current

### **Education & Community Engagement Manager** *Ballet Arizona*

- Leverage research and analytical data to drive decision-making, inform planning, improve day-to-day operations, and guide program implementation
- Collaborate with diverse stakeholders internally and externally to achieve goals, expand operations, and build business and community connections
- Lead development, maintenance, and implementation of complex communications programs/plans that identify key messages, target audiences, and outcomes
- Support the establishment and maturation of Department and Organizational Infrastructure including developing templates, promoting best practices, developing and/or procuring tools, educating and mentoring team members and other program members
- Serve as a key member of administrative leadership with a primary focus on planning and implementation of policies and systems while managing financial analysis, problem solving, and cross-collaboration

August 2012 – January 2018

### **Office Manager & Movement Instructor** *Kinesphere Center*

- Performed general clerical duties including scheduling, maintaining financial records, receiving/directing correspondence, and client-facing customer service
- Performed general adult education and training duties including needs assessments, plan designs, implementation, evaluations, and adjustments

May 2014 – January 2018

### **Barista & Shift Manager** *Starbucks Coffee Company*

- Delivered exceptional service in a fast-paced environment
- Provided onboarding, training, and coaching for new hires
- Developed and implemented improvements to processes and operations
- Maintained/produced daily, weekly and monthly reports of quality metrics and respective targets and goals

## Education

August 2014 – July 2017

### **B.A. in Business - Communications**

Arizona State University

## Skills

- Communications
- Collaboration
- Strategic Thinking
- Graphic Design
- Training & Facilitation
- Public Speaking

## Achievements

American Express  
Leadership Academy  
Graduate - 2021

## Contact

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