

Nana Otaka

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EDUCATION

University of Michigan, Ann Arbor

September 2019 – Present

Bachelor of Fine Arts in Dance and Bachelor of Arts in Psychology

- **Honors:** James B. Angell Scholar, University Honors
- **Awards:** Mildred McIntosh Dance Scholarship Endowment, Undergraduate Merit Scholarship, Regents Merit Scholarship, Michigan Competitive Scholarship, Friends of Dance Merit Scholarship, Lloyd Scholars for Writing and the Arts Caldwell Prize
- **Grants:** Diversity and Inclusion Grant (DIGS), EXCEL Enterprise Fund, Arts at Michigan Student Grant, University of Michigan Grant

WORK EXPERIENCE

The Engaging, Managing, and Bonding through Race (EMBRace) Lab and Program

Ann Arbor, MI

Research Assistant

September 2022 – Present

- Conducted market research on mental health apps and supported program coordinator through weekly meetings and projects
- Collected preliminary information regarding mental health measures for youth and parents to be organized in a codebook
- Evaluated syntax, diction, spelling, grammar, and layout to suggest improvements for readability of youth post-test survey

University of Michigan Arts Initiative / Department of Dance / Daring Dances

Ann Arbor, MI

Photographer / Videographer / Transcriber

September 2021 – Present

- Recorded and transcribed feedback from various arts groups for U-M Arts Initiative's *Culture Corps* DEI Project to determine best practices for establishing host-intern relationships, creating quality student experiences, and attracting a diverse staff
- Coordinated and managed gratuitous professional headshots for students of the Department of Dance, including photo editing
- Executed both still and handheld videography projects for Bachelor's and Master's candidates and their thesis performances

Freelance

Novi, MI

Academic Tutor / Dance Instructor / Photographer

2016 – Present

- Curated personalized study plans for students grades 7-10, with a focus on reading comprehension, analytical and argumentative essay-writing, standardized test preparation, time management, and college application planning
- Developed comprehensive and thorough lesson plans for dance students age 3-16; directed and facilitated rehearsal processes
- Arranged professional headshots, portrait sessions, dance action shots, and senior/grad photos for reasonable student pricing

LEADERSHIP EXPERIENCE

Arts in Color (AIC)

Ann Arbor, MI

President / Vice President

September 2020 – Present

- Oversaw biweekly meetings, managed internal communications, handled financial budgeting, and advocated for artists
- Facilitated DEI conversations, social justice advocacy opportunities, and professional development events
- Spearheaded fundraisers, raising over \$1,100 for non-profit organizations Black Trans Femmes in the Arts Collective, AAPI Women Lead, Impact Lebanon, Lebanese Red Cross, Amnesty International, and Everytown for Gun Safety

Dance Student Assembly (DSA)

Ann Arbor, MI

Treasurer / Class Representative / Apparel Committee Head

December 2021 – Present

- Strategized a financial plan for the upcoming academic year, created a budget plan in coordination with executive board
- Advocated for student wellness, increased engagement and rapport, initiated bonding events, acted as a liaison between Department of Dance students and faculty/staff
- Collaborated with committee members to design branding and execute Department-wide apparel ordering with student feedback

AIC Showcase *Close is Never Close Enough* Production Team

Ann Arbor, MI

Co-Producer / Co-Director / Stage Manager / Human Resources / Financial Advisor

May 2021 – November 2021

- Constructed and implemented a detailed production schedule, managed internal and external communication, mentored creative collaborators, instituted stage management role and event documentation
- Coordinated promotional social media posts with U-M Arts and Culture Department to reach the larger arts community
- Secured \$1,800 in grants and funding, executed a marketing campaign, exceeded expected ticket sales by 167%

SKILLS

Software: SPSS, Qualtrics, Zotero, Adobe Creative Cloud (Photoshop, Lightroom, Illustrator, Premiere Pro), Canva Graphic Design, Wix Website Builder, Microsoft Suite (Word, Excel, PowerPoint), Google Suite (Docs, Sheet, Slides, Forms, Sites, Calendar, Meet)

Hard Skills: Arts Administration, Event Organization, Marketing & Publicity, Graphic Design, Photography, Videography, Customer Service/Front Desk, Dance & Performance Direction/Production

Soft Skills: Project Management, Critical/Creative Thinking, Conflict Management, Time Management, Reliability, Communication

LANGUAGES

English (American): Speaking – Advanced | Reading – Advanced | Writing – Advanced

Japanese: Speaking – Advanced | Reading – Proficient | Writing – Proficient

Spanish: Speaking – Basic | Reading – Basic | Writing – Basic