

## Chayene Ross

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### EDUCATION

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**New York University**, New York, NY Anticipated May 2026  
*Bachelor of Arts, Gallatin School of Individualized Study: Concentrations in Broadcast Journalism and Business with a Minor in Finance*

- College Honors Program 3.56 GPA

### WORK EXPERIENCE

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**Ruchelman P.L.L.C.**, New York, NY January 2024 – Present  
*Administrative Assistant*

- International tax law firm providing tax-planning and related legal services to a global client base
- Assist firm with tax-planning and legal services
- Support legal team through Bookkeeping, calendar management, and greeting clients

**New York University**, New York, NY August 2023 – May 2024  
*Office Assistant*

- NYU Stern School of Business's Development and Alumni Relations team
- Support team with alumni fundraising tasks, professional outreach, and alumni engagement
- Manage financial data and alumni records in Microsoft Excel

**Ballet & Beyond NYC**, New York, NY October 2022 – June 2023  
*Social Media & Administrative Intern*

- Nonprofit providing free, professional-level ballet training for students in New York City
- Management of student enrollment, company calendar, and email chains with parents/ staff
- Developing a company social media voice and strategy through scheduled posts, brand collaborations, and driving growth and engagement through strategic content

**World's Fastest Humans**, Longwood, FL July 2020 – August 2022  
*Manager*

- Company sublimating custom track & field uniforms for national and international teams
- Maintain customer relationships, take customer orders, and log customer data in Microsoft Excel
- Monitor employee engagement, compensation, project progression, time management, and attention to detail

### LEADERSHIP EXPERIENCE

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**Washington Square News**, New York, NY October 2023 – May 2024  
*Guest Contributor*

- New York University's independent student-run newspaper
- Guest contributor for the culture section and opinion section
- Provides interviews and discourse for Opinion, Arts, Culture, and Feature stories

**Brown Boy Ballet**, New York, NY August 2021 – Present  
*Founder*

- Nonprofit creating equity for young boys of color pursuing ballet through educational initiatives
- Lead day-to-day operations of nonprofit
- Handle outreach including video and written collaborations with global dance leaders
- Write articles on dance equity, and produce videos for my series "In the Studio" interviewing dance leaders

**Be the Change Club**, Lake Mary, FL August 2020– May 2022  
*Founder & President*

- 64 member club providing a safe space for diverse student voices to reform the school's socioeconomic culture
- Led open forums on campus issues as the lead speaker, invited guest speakers like Ingirid Burton Nathan, the first Black woman integrated into Seminole County Public Schools
- Representative for Seminole County's Equity Advisory Committee, and Student Discipline and Code of Conduct Committee

