

Violeta De Leon Davila

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Resume Summary

Versatile **Program Coordinator** and **Arts Administrator** with a robust background in both cultural and business sectors. Proven expertise in **event logistics**, **community outreach**, and **budget management**. An accomplished **choreographer** and **dance educator**, blending creative expression with strategic planning. Adept at fostering collaborations to advance arts initiatives. Bilingual in **English** and **Spanish**, basic conversant in **Italian**, with proficiency in digital tools to enhance program execution.

Core Skills:

- Program Coordination & Event Logistics
- Budget Management & Strategic Planning
- Community Outreach & Stakeholder Engagement
- Project Management & Scheduling
- Data Collection & Reporting
- Collaborative Leadership & Team Building
- Promotional Strategy & Social Media Marketing
- Bilingual: Fluent in English and Spanish, Basic conversant in Italian
- Technological Proficiency: MS Office, Zoom, Canva, Google Workspace, video editors, Adobe Premier

Education

- **B.A. in International Relations**

Universidad Autónoma de Nuevo León | 1995–1999

- **B.A. in Contemporary Dance**

Escuela Superior de Música y Danza de Monterrey | 1992-1999

- **Master of Arts in Cultural Management**

Leuphana University | ABT

Professional Experience:

Coordinator of Cultural Activities

San Antonio Dance Organization | 2016 – Present

- Coordinate cultural events, including the San Antonio Dance Festival and directed Feath3red Rhapsody, collaborating with artists like Federico Chávez-Blanco.
- Managed partnerships with institutions like University Health and San Antonio Botanical Garden, securing contracts and increasing visibility.
- Coordinated logistics for 17+ dance companies in annual festivals (2017–2024).
- Developed comprehensive databases for event logistics, including registrations, permits, and waivers.
- Implemented community outreach programs, distributing 600+ tickets to organizations serving underprivileged families.
- Held leadership roles, including Board President of San Antonio Dance Umbrella, San Antonio Dance and Advocacy Co-Chair of the National Dance Society.

Dance Teacher & Educator

Various Locations | *San Antonio, TX* | 2011 – Present

- Taught Graham Technique and Modern Dance to pre-professional and professional dancers such as Ballet San Antonio.
- Led workshops for SAISD schools and local youth groups.
- Developed and delivered engaging dance curricula, fostering creativity and growth.

Choreographer

Various Projects | San Antonio & Monterrey, MX | 2004 – Present

- Awarded First Place in the IV Choreography Regional Contest of Contemporary Dance, Monterrey, MX.
- Created 20+ original choreographies, collaborating with national and international artists.
- Mentored emerging artists through contemporary choreography workshops.

ESL Teacher Assistant

Various Organizations | San Antonio, TX | April 2012 – June 2019

- Assisted children and adult learners with tailored English proficiency strategies at Restore Education, Comal ISD and Marfa ISD.
- Supported classroom management and adapted materials for diverse learners.

Sales and Purchasing Manager

Various Organizations | Monterrey, Mexico | 2002–2011

- Managed budget forecasting, procurement, and supplier relationships, rising to Purchasing Manager.
- Handled material procurement and developed reports for strategic business decisions.

Accomplishments

- Grant Recipient – Individual Artists Project Grant from Department of Arts and Culture (2025 & 2023)
- Grant Recipient – Individual Artists Production Grant from Department of Arts and Culture (2025)
- Featured Artist & Special Guest – “21 Miradas Ellas” Exhibition, Mexican Cultural Institute (2023)
- Selected Artist – Jornada de Artistas 2023 & 2024 by the Institute of Mexicans Abroad
- First Place – Consular Entrepreneurship Program for Mexicans Abroad (2023)
- Featured Artist – Luminaria Contemporary Arts Festival (2021)
- Artist Grant – Luminaria Artist Foundation (2020)

References

- Catalina Garza | Supervisor, San Antonio Dance
quenedit@me.com | (210) 535-4165
- Sharon Zurcher | Co-worker, San Antonio Dance
shz@zurcher.net | (210) 634-1995
- Mario V. Gonzales-Fuentes | Advisory Board Member, San Antonio Dance
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