

# TONYA SISCO

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3467 Bowman Street

Philadelphia, PA 19129

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## EXPERIENCE

### **EMMY Squared, Server - Philadelphia, PA — 2019-2020**

Provide service to customers during busy lunch and dinner service

### **lululemon athletica, Key Leader - NY — 2015-2018**

Directly supervised Educators (sales team) when managing the floor

Motivated staff and assisted in evolving in-store functions and flow

Responsible for opening/closing of register tills, tracking overages/underages and opening and closing of POS system

Led, managed and oversaw the sell through process of our stores' product

### **Operations Coordinator & Guest Services, Olivia Travel - CA— 2013-2015**

Prepared, delivered room & flight manifests to internal and external departments

Performed ongoing audits of manifests, inventory (physical and digital) and data

Launched email campaigns using PostFuture

Worked closely with the Travel, Sales, Finance, and Marketing departments

Interacted and provided guest support with guests on trips or via phone

### **Executive Assistant to the President of Matasano Security - NY — 2009-2010**

Worked directly for the President of the company with administrative tasks

Managed consultants' schedule and travel arrangements

Managed supplies and inventory

Assisted the Finance Department with expense reports

Maintained customers' files with contracts, purchase orders, etc.

### **Business Coordinator in Business Department, Apple Inc - NY — 2007-2009**

Managed customer follow-ups and inquiries via phone and email

Organized team's calendar; managed meeting schedules, took meeting notes

Built and maintained one of our internal databases using Daylite (CRM)

Supported consultants' work overflow by reaching out to prospects and generating quotes

Remained knowledgeable of ever-changing product line; remained knowledgeable of financing information

## RELEVANT SKILLS

Mac suite proficient; Microsoft Office suite (Excel, Word, Powerpoint, Outlook) proficient; Mac & PC proficient; Google platform proficient; Adobe suite proficient; Mailchimp proficient; Wordpress & Squarespace proficient; Daylite (CRM) proficient; Basic HTML knowledge; Basic Quickbooks

## OTHER EXPERIENCE

### **Yoga & Mindfulness Instructor — 2009-Present**

Taught for numerous studios, companies, and clients such as Laughing Lotus Yoga Center, Teranga Yoga, Senior Planet (assisted yoga for seniors), Bloomberg offices, Equinox Fitness Center, Amazon, New York Urban League Young Professionals and others.

### **Dance & Creative Movement Instructor — 2006-2020**

Taught ballet and creative movement for Hartt School Community Division (West Hartford, CT), Viksjofors Ballet School (Sweden), Danschogskolan (Sweden), and others.

## EDUCATION

### **University of Hartford - West Hartford, CT**

BFA Dance Pedagogy, 2007

### **Temple University - Philadelphia, PA**

MA Political Science, *Projected graduation year 2023*

## VOLUNTEER EXPERIENCE

Eagle Street Rooftop Farm in Brooklyn, NY; Food Bank for New York City; The Covenant House (NYC homeless youth shelter, taught yoga); San Francisco Food Bank; Human Rights Campaign (San Francisco branch); The Youth Farm (internship in Brooklyn, NY)