Geannina A. Burgos

2800 South Le Jeune Road • Coral Gables, FL 33134

(305) 389-2438 • geannina.burgos@gmail.com

Experience		
09/14 – Present	Wagar Dabdoub, P.A.	Coral Gables, FL
Associate Attorney		

• Area of practice: ERISA disability insurance claims, insurance coverage disputes, bad faith claims and commercial litigation. Successfully challenge administrative appeals. Negotiate settlements pre-suit and in mediation.

10/07 – 06/14 Thomas Armour Youth Ballet, Inc.

South Miami, FL

Chief of Arts Education & Outreach

- Supervised year-round programming at five sites including class scheduling, faculty coverage, and coordination with site management for spacing, program formulation and implementation.
- Assisted in fundraising by conducting grant research for potential funders, writing and reporting to grantors, contract management and public speaking for solicitation of financial support.
- Supported Executive Director in artistic and educational program development, capacity building, and strategic planning including attendance of all board meetings.
- Assisted in financial planning, budgeting, and budgetary analysis with organization's treasurer.
- Maintained online presence through website, social networking, and email campaign maintenance.
- Responsible for daily operations including billing, client services, and general administration.
- Facilitated organizational reach through translation of documents, promotions, and collaborations for donors, media, faculty/staff and board.
- Attended non-profit and development workshops on behalf of organization relating to marketing, board governance, capacity building, ADA compliance, curriculum development and others as necessary.
- Assisted in preparing the organization's operating and program budgets, analyzing and justifying expenditures, and preparing/presenting budget and reimbursement requests to BOD and funders.
- Prepared written documents providing program information to BOD, management, staff, and the general public (English, Spanish and Creole). Represent organization and communicate its programming in interviews for radio, print, and online programs in English and Spanish.

Education

Florida International University

Miami, FL

- Juris Doctor, 2013
- Masters of Business Administration, 2007
- Bachelors of Science in Mass Communication, 2004

Awards & Honors

2013, Cali Excellence for the Future Award: Mediation

2013, Young Lawyer's Division of the Florida Bar Scholarship

2012, American Society of Public Administrators' "Women in Public Service" Scholarship

2011, Ruden McKlosky Diversity Scholarship awarded through the Sarasota Community Foundation

2010, Leesfield & Partners Family Scholarship awarded through Miami-Dade FAWL

Professional Development_

2011-2013, DeVos Institute of Arts Management: Capacity Building Miami

2010-2012, Miami Arts Marketing Project Workshop Series

2010-2011, University of Miami: Center for Nonprofit Management Workshop Series

2009-2010, University of Miami: Center for Nonprofit Management Workshop Series

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2015, Grant Panelist: Hannibal Cox Jr. Grant Program, Miami-Dade County Dept. of Cultural Affairs 2014, Grant Panelist: Hannibal Cox Jr. Grant Program, Miami-Dade County Dept. of Cultural Affairs 2013, Grant Panelist: Hannibal Cox Jr. Grant Program, Miami-Dade County Dept. of Cultural Affairs 2010, Volunteer Reader: Out of School Programs, The Children's Trust of Miami-Dade

Languages & Skills_

Bilingual: verbal and written fluency in English and Spanish (Business Writing, Formal Correspondence, and Professional Writing skills). Proficient in Microsoft Office (Word, Excel, Outlook, Publisher, Access, PowerPoint); Westlaw and LexisNexis; 75 WPM.

Admissions

Florida Supreme Court

United States District Court for the Southern, Middle and Northern Districts

Memberships_

FIU Alumni Association, National Society of Hispanic MBAs, National Society of Professional Journalists, Americans for the Arts, New World School of the Arts Alumni Association, Florida Association of Women Lawyers, Miami-Dade County Bar Association