

Grace Camia

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Objective

Experienced art education programming manager looking to leverage background in record and data upkeep, departmental organization, and mass communication to address and complete the administrative needs of financial and HR offices with an emphasis on timely, detailed organizational work.

Experience

Education Manager, Socrates Sculpture Park

New York, New York, 2014-present

Socrates Sculpture Park offers free art workshops for underprivileged neighborhood youth, serving 8,000 children and teens annually. The Art Education Program offers creative programming that is multi-faceted, accessible, and empowering.

- Provide onsite management for summer outdoor art-making workshops, special performances, and events.
- Youngest employee to be brought onto a full-time summer position as Education Manager.
- Documented and organized confidential information concerning attending groups, performers, interns, employees, and volunteers.
- Oversaw and led proper execution of setup and breakdown of workshops and events.
- Responsible for management of Summer Youth Employment Program workers, volunteers, and Bloomberg Philanthropies "Studio in a School Interns."
- Conduct bi-weekly check-ins with staff to determine individual progress and address any concerns.

Involvement

Helping Hands Committee Leader

The Baccalaureate School for Global Education, New York, New York — 2009-2015

Co-ran an initiative based organization focused on school-wide regional and international proposals and fundraising. Some past initiatives include Haiti relief, food drives for City Harvest, and fundraising for Darfur, with the final total collected nearing \$9,000.

Saturday Program Art Classes

Cooper Union, New York, New York — 2013-2015

Involved in painting and sculpture classes that ran from 10am to 5pm every Saturday during the school year with a focus on studio time, critique sessions, and writing workshops.

Education

The Baccalaureate School for Global Education

New York, New York

International Baccalaureate Diploma — 2009-2015

Advanced Regents Diploma — 2009-2015

The International Baccalaureate Program allows graduates to fulfill requirements of national education systems worldwide within an ethnically and socioeconomically diverse student body. BSGE students learn in an environment that encourages inquiry, as well as intellectual and social development with a commitment to human responsibility and social justice.

University of Southern California

Los Angeles, California

B.S. Biomedical Engineering — 2015-2019

Skills

- Proficient in Microsoft Office Programs, knowledge of Photoshop
- Experience with Microsoft Windows and Apple Mac OSX
- Proficient in English, knowledge of French