

Objective

Creative professional seeks temporary, contract, or temp-to-hire position with leading employment agency.

Skills and Proficiencies

- Oral/Written Communication
- Event planning
- Non-profit agency partnering
- Prioritizing/Managing Deadlines
- Student Services
- Microsoft Office Suite
- Press Releases
- Promotional material creation
- Adobes Photoshop, InDesign
- Digital Photography

Professional Experience

Receptionist, Kiku Obata & Company; St. Louis, MO—2013

Managed front desk and assisted designers and architects with project tasks. Arranged a bi-monthly design showcase within the office and researched relevant material for contracted work. Other research projects included compiling a local events calendar, researching upcoming illustrators and identifying business development opportunities.

Intern, The UpCycle Exchange, St. Louis, MO—2013

Helped to coordinate retail and event programming at, an Upcycled art supply store in St. Louis, MO. Responsibilities include organizing donations, providing customer service and acting as an ambassador for the store at community events, craft shows and during in-store programming

Home Room Coordinator, Center of Creative Arts; St. Louis, MO—2012

Coordinated the Home Room for students in the Talent Identified Program at the Center of Creative Arts. Responsibilities included coordinating student transportation, creating student dance schedules, facilitating daily activities and registering students for classes.

Community Service Learning Coordinator; TOP Facilitator

AmeriCorps Wyman Center; St. Louis, MO—2011

Served as AmeriCorps Member with Wyman Center. Position responsibilities included facilitating the Teen Outreach Program with high school freshman and coordinating Service Learning events for at-risk youth throughout St. Louis. Expanded network of partner agencies and worked to compile a database for future use. Worked to create promotional material and contributed to monthly articles to organization's newsletter. Created a community garden project for teens at the residential summer program and facilitated community service projects for them throughout the summer.

Arts Director, Camp Kalsman; Seattle, WA—2009

Designed and implemented visual arts curriculum for children ages 8 through 16 at an overnight summer camp. Responsible for teaching classes, supervising art assistants, organizing daily activity schedules and maintaining budget for art supplies.

Gallery Intern, Commerce Graphics Ltd; New York, NY—2007

Worked with the photographic inventory of the estates of Berenice Abbott and Arnold Newman. Responsibilities included assisting in curatorial tasks, assisting with photograph appraisal, directing calls, maintaining inventory, data entry for photographs and researching pricing comparisons with auction houses.

Education

B.F.A. Printmaking. 2009, Washington University in St. Louis