

Objective

Creative professional seeks Student Services position at Transformational Voice Institute

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 and Design Intern, 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 designers and illustrators and identifying business development opportunities.

**Printmaker-in-Residence, St. Louis Artist's Guild, St. Louis, MO
Winter/Spring 2013**

Awarded a 6-month residency with the St. Louis Artist's Guild print shop. Completed a series of print and mixed media visual poems that were inspired by traditional Slavic Folktales

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 freshmen at Lift for Life Academy and coordinating Service Learning events for in-school and after-school Teen Outreach Programs throughout St. Louis. Expanded network of partner agencies and worked to compile a database for future use. Worked to create promotional material and contributed monthly articles to organization's newsletter. Created a community garden project for teens at the residential summer Teen Leadership 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 and mentoring art assistants, organizing daily activity schedules and maintaining budget for art inventory/purchases and doing minor kiln maintenance.

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

Worked with the photographic inventory of the estates of Berenice Abbott and Arnold Newman. Assisted in curatorial tasks and photograph appraisal. Responsibilities included receptionist duties and facilitating communication between customers, the gallery and New York auction houses.

Education

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