

EDUCATION

HARVARD UNIVERSITY EXTENSION SCHOOL – Cambridge, Massachusetts

May 2017

Master of Liberal Arts (ALM), Museum Studies

- Dean's List Academic Achievement Award

Course work:

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|------------------------------------|---------------------------------|-----------------------------------|
| • <i>Intro to Museum Studies</i> | • <i>Museum Exhibition</i> | • <i>Velazquez and His Legacy</i> |
| • <i>Writing Around the Museum</i> | • <i>Collections Management</i> | • <i>Grant Proposal Writing</i> |
| • <i>The Business of Museums</i> | • <i>Historic House Museums</i> | |

BOSTON UNIVERSITY – Boston, Massachusetts

May 2008

Bachelor of Arts (BA), History, Economics

- Boston University's Dean's Scholarship (4 years)

EXPERIENCE

DECORATIVE ARTS TRUST - Dewey Lee Curtis Symposium Scholarship recipient

Oct 2016

- Attended Fall Symposium with Decorative Arts Trust in Winchester, VA

MUSEUM OF FINE ARTS – Boston, Massachusetts

Sept 2016 – Dec 2016

Fall Intern, Art of the Americas Decorative Arts Research Graduate Internship

- Completed research on Newport clock maker William Claggett for inclusion introductory book chapter
- Completed research on sitters in the Boston Revolutionaries/John Singleton Copley gallery and their relationship to the New England slave trader

PHILADELPHIA MUSEUM OF ART – Philadelphia, Pennsylvania

June 2016 – Aug 2016

Summer Intern, Finance Department

- Completed admissions analysis for CFO
- Developed corporate sponsorship document for after-hours programming
- Participated in colloquia including talks from departmental directors, gallery and collections tours and panel discussions on museum issues

HARVARD T.H. CHAN SCHOOL OF PUBLIC HEALTH – Boston, Massachusetts

Sr. Grants Manager, Biostatistics Department

May 2013 – Present

- Team lead, implementing departmental policies and processes and school-wide initiatives
- Manages a portfolio of sponsored research funding and unrestricted accounts for faculty members in the department of Biostatistics
- Produces financial data providing research and data analysis to present for use in planning and decision making

ADDITIONAL

- Technical Skills: TMS, KE Emu, Microsoft Office, Outlook, Excel, Access and advanced computer skills
- Interests: Traveling, road running, pub trivia & tennis