

## BONNIE S

GEOGRAPHY: International, Mountain, Northern California and Bay Area

INDUSTRY: [Human Resources/Recruiting](#), [Museum Work](#), [Travel/Hospitality](#), [Start-Ups](#)

### EDUCATION

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**Scripps College**, Claremont, CA

*Bachelor of Arts* in Organizational Studies and Art History May 2015

- Thesis: A Space of Their Own: Three Case Studies on Single-Artist Museums

**The University of St Andrews**, St Andrews, Scotland, 2011-2013

**School Year Abroad**, Zaragoza, Spain, 2009-2010

### JOB EXPERIENCE

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*Director of Female Staff and Sr. Counselor*, **Geneva Glen Camp**, Indian Hills, CO Summer 2014

- Managed 52 female staff members in the top supervisory position. Responsibilities included dealing with confidential information, nurturing female counselors, responding to their physical and emotional needs ensuring every staff member understood their expectations and fulfilled them.
- Worked closely with male counterpart and administrative staff to organize staff members and campers into cabins to create dynamic groups of staff and campers.
- Monitored and evaluated staff's performance including reporting to directors and administrative staff, and worked with supervisory team of 5 coworkers to prepare and run staff meetings.

*Turk Intern*, **The Ruth Chandler Williamson Gallery**, Claremont, CA Fall 2013-Spring 2014

- Researched and wrote essays for new acquisitions, wrote press releases, updated and contacted alumni, and transcribed an extensive oral history.
- Produced catalogues including writing artist profiles, collecting images and reproduction rights for the checklist of works for 2 unique exhibitions and wrote the glossary of print-making terms for *Women and Print: a Contemporary View*.
- Co-curated an exhibition entitled *Drowning in Drought* with two other students. Selected works, created unique title, designed the placement and layout of the exhibition. Promoted event through social media advertising and planned and executed opening reception.

*Event Assistant*, **Susan Swartz Studio**, Kimball Winter Art Salon, Park City, UT February 2014

- Encouraged sales through building relationships with guests and providing informational support.
- Facilitated during set up of show including layout of works and measurement and hanging of art.
- Worked closely with Belgravia Gallery selling prints by Prince Charles and Nelson Mandela.

*Head of Social Media*, **Susan Swartz Studio** 2012-2014

- Coordinated Facebook and twitter accounts to acquire new followers and open lines of communication with collectors and interested clients.
- Worked directly with artist to present appropriate information regarding exhibitions, sales, and new works.
- Doubled number of Facebook likes.

*Head of Rifles and Sr. Counselor*, **Geneva Glen Camp**, Indian Hills, CO Summer 2013

- Created a safe learning environment and taught campers proper safety and use of rifles as well as trained and evaluated 20 staff members.
- Maintained the physical rifle range as well as guns including the cleaning of guns, stocking of rifles and rifle range, and managing of supplies.

### SKILLS

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Languages: conversational and written Spanish

Proficient in Microsoft Office, Power Point, Excel and Mac OS

First Aid/ CPR Certified