

# Callan C. Cook

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## EXPERIENCE

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### Neue Galerie New York

New York, NY

*Communications Assistant (Temporary)*

March 2018 – Present

- Assist Deputy Director while position of Communications Director is vacant
- Process image requests, communicate with representatives from the media, post daily Instagram content

*Visitor Services Associate*

February 2018 – Present

- Actively welcome and engage all museum visitors, sell memberships and tickets using Altru software program
- Provide information about the museum and its programming and help resolve concerns

*Fall General Intern*

September 2017 – February 2018

- Handled museum correspondence, answered incoming calls, sorted mail, and maintained RSVP lists for special events held at the museum
- Assisted all museum departments, including, curatorial research, exhibitions management, public relations, and museum education programs

### Hart Gallery

Chattanooga, TN

*Gallery Volunteer*

August – November 2016

- Helped with upkeep of the gallery, assisted the artists, welcomed visitors

### Association for Visual Arts

Chattanooga, TN

*Exhibition Volunteer*

August 2016

- Hung works of art for a new exhibit, learned about spacing, layout, and flow of pieces of art

### Little Miss Mag Early Learning Center

Chattanooga, TN

*Preschool Teacher (Ages 3-4)*

July 2015 – May 2016

- Helped develop and implement weekly lesson plans while providing necessary educational and emotional support to all the students
- Communicated daily with parents regarding their child's behavior, growth, and challenges

### Candler School of Dance

Atlanta, GA

*Instructor*

June 2013, June 2014 – May 2015

- Worked with, instructed, and mentored over 90 girls, ages 1-18, in the classroom
- Instructed, choreographed for, and traveled with three competitive dance teams to five regional competitions

### Sewanee: The University of the South Office of Admissions

Sewanee, TN

*Senior Interviewer*

August 2013 – May 2014

- Interviewed prospective students and identified strong candidates for admission
- Participated in panels regarding student life, study abroad, and academics
- Communicated with admitted students regarding their decisions and next steps in their matriculation process

## EDUCATION

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### Certificate in Web Development

Online

*CareerFoundry*

January – July 2017

- Learned HTML, CSS, and JavaScript, built a personal portfolio website, and built a production-ready web application using Ruby on Rails

### Holmberg Arts Leadership Institute

Chattanooga, TN

*ArtsBuild*

September – November 2016

- Develop leadership skills necessary to engage and contribute to the Chattanooga art community

### Sewanee: The University of the South

Sewanee, TN

*B.A. Art History*

May 2014

- Order of the Gownsmen Academic Honor Society (January 2013)

### Oxford University, Lincoln College

Oxford, UK

*Study Abroad Program*

Fall Semester 2012

- Took courses in History, Art History, and British Literature