

# Colette M. Borden Berry | Résumé

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## Experience

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### Sotheby's

**Geneva, Switzerland**

*Head of Catalogue Production/Cataloguer*

*2011-present*

Responsibilities include: cataloguing, layout, and proofing of Geneva jewelry sale catalogues; pre-sale public exhibitions; producing and providing condition reports; liaising with clients and Marketing and Press departments; proofing and approving outgoing material; inventory checks; releases; supporting appraisals as needed.

- o Produced catalogues of several of the highest ever grossing jewelry auctions in history, including the May 2014 'Magnificent Jewels and Noble Jewels' sale, which fetched seven world auction records and a historic \$141.5 million total
- o Organizes pre-sale public exhibitions, including: selection of visuals/layout; coordination of 30+ temporary employees; client services; primary contact for security and specialists
- o Streamlined cataloguing in European offices (London, Milan, Geneva) to implement consistent style, vocabulary, and photography

### Instituto Marymount

**Rome, Italy**

*Visual Arts Educator*

*January-June 2009*

Responsible for lesson planning, teaching, and field trips for bilingual children

### Complesso del Vittoriano

**Rome, Italy**

*Exhibition Guide*

*March-June 2009*

Led private tours in English and Italian of the 'Giotto e il Trecento' exhibition, hailed one of the most important exhibits in Italy, in 2009

### Peggy Guggenheim Collection

**Venice, Italy**

*Intern*

*September-November 2008*

Led public and private tours of the collection in French, Italian, and English; assisted with daily operations, special events, translations, and proofing

### Studio Art Center International (SACI)

**Florence, Italy**

*Professor's Assistant*

*September 2007-June 2008*

Tutored and graded undergraduate late Medieval through Baroque art history courses Led visits of museums and major civic/religious monuments in various Italian cities

### Altesino

**Montalcino, Italy**

*Winery Guide*

*June-September 2007*

Conducted tastings and visits for Brunello winery featured numerous times in 'Wine Spectator' and 'Vintage' for producing one of the 'Top 100 Wines of the Year'

### Tiffany & Co.

**Boston, MA**

*Customer Service Associate*

*December 2006-June 2007*

Responsible for small repairs, alterations, cleaning, and polishing of jewelry at the third most profitable Tiffany & Co. location worldwide, in 2006

### The Phillips Collection

**Washington, D.C.**

*Intern*

*September-December 2005*

Assisted Marketing & Communications Manager

## Education

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### Gemological Institute of America (GIA)

**Distance Education**

*Graduate Colored Stones Diploma*

*2011-Present*

Relevant coursework:

- Diamond Essentials, Colored Stones Essentials, Colored Stones, Colored Stone Grading Lab (on-campus, London), Gem Identification Lab (on-campus, New York), Gem Identification (currently enrolled, final class for diploma)

**University of Geneva**

**Geneva, Switzerland**

*M.A., Art History*

*2009-2011*

Thesis graded 6/6

- *Une époque dans tous ses éclats: Les bijoux produits à Paris au 16ème siècle*  
*An Era in all its Splendor: Jewels Produced in 16th Century Paris*

**American University**

**Washington, D.C.**

*B.A., Art History*

*2002-2006*

- Dean's List

## **Skills**

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**Technical:** SAP, Microsoft Office Suite,  $\LaTeX$

**Languages:** English and French (First Language), Italian (Conversational)

**Professional:** Cataloguing, Catalogue Production, Gem Identification, Connoisseurship, Appraisals, Planning/Coordinating Exhibitions, Research, Marketing, Client Development