

Lily Miao

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EDUCATION

Middlebury College

Middlebury, VT

- **Bachelor of Arts**, History of Art and Architecture, May 2014
- **Honors** Posse Leadership Scholarship
- **Computer Skills:** Mac and PC platforms, Google drive, MS Office, FileMaker Pro, Adobe (Photoshop, Lightroom, Premiere CS6), Zendesk, Quip

Oxford University; Centre for Medieval and Renaissance Studies at Keble College

Oxfordshire, UK

- **Coursework:** Art History; Literature; History | Spring 2013

Bronx High School of Science

Bronx, NY

- Advanced Regents Diploma, June 2010

RELEVANT EXPERIENCE

Byte

Soho, NY

Office Manager (February 2015–Present)

- Oversee daily needs of entire office. Responsibilities include: inventory and purchase of all necessities (supplies, snacks, etc), manage team accounts, pay bills, schedule meetings for CEO, front desk support
- Spearhead, coordinate and execute in-office activities, off-sites, and all other cultural events for company
- Maintain relationship with super, landlord, and cleaning staff; hire external companies when needed
- Assist in new employee on-boarding process
- Provide customer support for software users

International Center of Photography

New York, NY

Teaching Assistant (June 2015–Present)

- Offer students support in navigating Lightroom and Photoshop; make sure students are on task
- Assist teacher in administrative/operational tasks

Middlebury College Museum of Art

Middlebury, VT

Education Intern and Docent (June 2013–March 2014)

- Assisted the Curator of Education in all aspects of education programming (i.e. give school tours; coordinate programs, activities and events offered; update museum calendar; prepare PowerPoints)
- Assumed leadership and teaching role in public programming and when working with docents
- Provided tours for and engaged in dialogue with museum visitors
- Researched/developed knowledge of objects from museum's permanent collection and special exhibits

MATTE Film

New York, NY

Creative Intern and Production Assistant (July 2014–September 2014)

- Produced and edited Instagram videos; wrote Tweets for clients; general social media maintenance
- Administered the organization of office hard drives; updated content for film website and client blogs

ADDITIONAL

Jobs: **Photographer** for Narrative Journalism Fellowship; **FOH/Crowd Manager/ Usher** at Center For Arts; **Server/Barista** at Peanut Butter&Co.; **Childcare Provider/Nanny** for various families

Skills: Project management; event coordination; organization; research and writing; video editing; working proficiency in Mandarin Chinese