

## EDUCATION

Royal College of Art – MA Curating Contemporary Art, 2012-2014 \*with distinction

New York University - BA French Culture and History, BA Art History, 2008-2011

Université de Paris I - Panthéon-Sorbonne - Exchange with NYU, 2009-2010

## WORK EXPERIENCE

Assistant, Spiral Corporation - Tokyo, Japan  
July 2017- ongoing

Translated press releases, documentation, and marketing material for Yokohama's annual Smart Illumination Festival from Japanese to English. Translator during live events and performances.

Assisted marketing and promotion for the Yokohama Paratriennale, a contemporary arts festival dedicated to overcoming social and physical barriers.

President, Royal College of Art Students' Union - London, UK  
Aug 2014- Aug 2016

**RITZ  
WU**

Tokyo, JP  
07042019551

Led 170 volunteers to gather and report student feedback to university committees and to senior management.

Organised, chaired, and documented committees, town halls, and events.

Planned and delivered events, including large-scale exhibitions, balls and fairs, to lectures, debates, workshops, and social gatherings.

Assisted business operation duties in HR, administration, strategic planning, and project management.

Led marketing strategy, including developing newsletters, managing social media, website, branded products and publications.

Assistant Administrator, Sir Misha Black Awards, London, UK – Nov- Dec 2015

Assisted lead administrator to plan and deliver annual awards ceremony for innovation in design education.

Directed and coordinated team of suppliers to provide AV, catering, security, and ushering to ensure smooth running of event.

Administrative Manager, France-Taiwan Chamber of Commerce and Industry  
Taipei, Taiwan – Jan-Sep 2012

Provided administrative support to staff and clients in French, English, and Chinese.

Managed bank accounts, cash, documents and records. Liaised with auditors, issued and processed all payments and invoices, and provided monthly financial reports to Board of Directors.

Coordinated services of suppliers and contractors to manage premises, equipment, supplies, and security.

Assisted other departments with administrative needs, such as budget management, business registration, government licences, and visa applications.

Intern, Fellini Gallery - Berlin, Germany – Jul - Sep 2011

Organised renovation of gallery space, liaising with contractors to deliver services.

Worked with gallery team to commission outdoor murals for first opening exhibition, conducting research, corresponding with artists, and managing production.

Intern, Donald Judd Foundation New York, New York – Feb-April 2011

Conducted research for the opening of the Donald Judd Spring Street Museum, studying the effectiveness of social media apps in museums worldwide.

Conducted research and planning for new conservation residency programme.

#### Intern, Galerie Poggi-Bertoux Paris, France – Jun -Sep 2010

Translated and compiled archive of artists' CVs, work documentation, and press material from French to English.

Assisted in day-to-day gallery administration, including managing contacts database, events planning, and front-of-house duties.

Provided events support during private views, performances and workshops.

#### PROJECTS

##### Curator/Co-Curator, Selected projects – 2012-2016

###### The Unknown Artist, RCA Senior Common Room London, July 2016

Special guest curator for exhibition of works from the Royal College of Art archive on the figure of the student within the collection.

###### Diaspore: RCA SU Green Festival London, May 2016

A series of artists performances, workshops, and events exploring ecosystems as they exist in our communities and environment, as well as in art, education, and society. Part of the Chelsea Fringe Festival.

###### two hundred acres, Pump House Gallery London, July 2015

3-day exhibition of indoor and outdoor works responding to the environment and history of Battersea Park.

###### Skin/Cells, Fringe Queer Arts & Film Fest, London, November 2014

A group show about bodies as containers of identity for east-end queer film festival.

###### The Hub Public Programme @ SHOW RCA 2014 London, July 2014

Marathon of artists projects, events and film screenings in outdoor pavilion of SHOW RCA.

###### ... all silent but for the buzzing ..., RCA CCA Graduate Exhibition, London, March 2014

Led commission of interactive website documenting large-scale multimedia exhibition, including sound archive, image archive, and online publication.

###### CCA Presents @ Jay Mews Hub, SHOW RCA 2013 London, July 2013

Marathon of curators projects, events and film screenings in outdoor pavilion of SHOW RCA.

###### 'Tracing the Tacit' Artists Retreat, Wysing Arts Centre Cambridge, April 2013

Co-curated series of lectures and workshops around the theme of the 'Tacit'. Developed and delivered 5-day professional retreat programme for 8 participants.

###### 'Not Dressed for Conquering', the MeLA Project, London, March 2013

Led 17-person team to produce an exhibition and accompanying symposium under Ruth Noack, as part EU-funded research project on migration.

#### SKILLS

Native English speaker, proficient in French, Chinese, Japanese.

Proficient with Mac and Windows operating systems.

Proficient with Adobe Creative Suite, Microsoft Office, Google Apps, Apple iWork, Filemaker Pro, eTapestry, Wordpress CMS, and all social networking platforms.

Completed CareerFoundry full stack development course. Proficient in HTML, CSS.

Working knowledge of Ruby, Javascript programming languages.

Experience with using tools, platforms, and frameworks such as React.js, JQuery,

Heroku, Git, Bootstrap, AJAX, JSON, Rails, Wordpress, mySQL.