

Present

Admissions Counselor, Admissions
School of Visual Arts, New York, NY

October 2015—Present

- Serves as a counselor for prospective students applying to a Bachelor degree program at a premier arts college in New York City
- Assisted Admissions team review about 5,200 applications to render Admissions Decision and compiles a researched list of students eligible for merit-based scholarships
- Promptly responds to daily inquiries from prospective students and admitted students
- Managed and executed the design and outline of keynote presentation used at high school visits and information nights across the country

Previous Experience

Studio Assistant
Meckseper Studio, New York, NY

May 2013—October 2015

- Manages digital imaging tasks such as compositing, image retouching, and digital scanning
- Oversees extensive exhibition archive which includes press releases, floor plans and diagrams, budgeting worksheets, sales records, loans and contracts, and installation photography
- Assists in the creation of detailed installation manuals for artworks using InDesign and Illustrator
- Assists Studio Manager with daily administrative tasks including managing expenses, maintaining office organization, ordering supplies, and answering the phone

Warm Up Volunteer, Visitor Services
MoMA PS1, Long Island City, NY

May 2014—August 2015, Seasonal

- Acts as liaison between museum staff and patrons by informing guests of special events, museum hours, and musician line up; directing visitors to appropriate lines; and assisting with point of sale customer service

Head Resident Assistant, Office of Residence Life
School of Visual Arts, New York, NY

August 2013—May 2015

- Assisted the Director of a residence hall for 500 students
- Acted as a liaison between students and professional residence life staff, while fostering a supportive and engaging student community
- Coordinated budget and planning for engaging events throughout the academic year

Education

BFA Photography, Honors Program
School of Visual Arts, New York, NY

September 2011—May 2015

Skills

Administrative and Technology: Salesforce, Microsoft Office, Keynote, FileMaker, Public Speaking, Automator, HTML, CSS, JS

Creative: Photoshop, InDesign, Premiere, SketchUp, Final Cut Pro X