

**WRITING, DESIGN, and PROJECT MANAGEMENT FOR THE CULTURAL SECTOR**

**WRITING:**

- Interpretive Essays
- Object labels
- Journal articles
- Grants
- Copywriting
- Editing

**DESIGN:**

- Exhibition materials
- Marketing materials
- Advertisements
- Catalogues and books
- Wayfinding
- Merchandise
- Logos

**PROJECT MANAGEMENT:**

- Publications
- Exhibitions
- Public programs
- Website maintenance and apps
- Custom projects
- Audio tours

***CURRENT CLIENTS***

Pucker Gallery  
Copley Society of Art  
Boston University Art Galleries  
Tufts University Art Galleries  
Schantz Galleries  
The Museum Group  
Individual Artists

***PAST CLIENTS***

Olney Cook Artisan Shop, Mendon, MA  
The Peabody Cultural Collaborative  
The Old Manse  
Tufts Dental School  
Promoting Peabody's Cultural Heritage  
Project STEP  
George Peabody House

***OTHER EXPERIENCE***

Vose Galleries  
*Gallery Intern (1996)*

- Assisted with editing and creating content for gallery *Newsletter*

Hirschl & Adler  
*Gallery Intern (1995)*

- Artist research and sales assistance

***EDUCATION***

2011 Tufts University Medford, MA, Certificate in Museum Studies  
1998 Tufts University Medford, MA, B.A., Art History and French; graduated *magna cum laude*  
1996-97 Columbia University, Reid Hall Paris, France

***SKILLS***

- Microsoft Office Suite (Word, Excel, Powerpoint)
- Adobe Creative Suite (Photoshop, Illustrator, InDesign)
- Dreamweaver
- FileMaker Pro
- FlexiSign
- Wordpress
- Conversant in French
- Trained in Visual Thinking Strategies

***AFFILIATIONS***

- Co-Chair of the New England Museum Association's Independent Museum Professional Affinity Group (2014-2016)

Bibliography and portfolio available upon request.

References available upon request.