

# FIRST & LAST NAME

Chicago, IL • email@bc.edu • (128) 249-8129 • linkedin.com/in/name

## EDUCATION

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**Boston College; Morrissey College of Arts & Sciences** | Chestnut Hill, MA

*Bachelor of Arts in Art History and Philosophy* | GPA 3.59 / 4.00

May 2020

Honors & Awards:

- Dean's List First Honors Fall 2017, Spring 2018, Spring 2019
- Benjamin A. Gilman International Scholarship Recipient Fall 2018

**University of Cape Town** | Cape Town, South Africa

*Study Abroad Program*

Fall 2018

## WORK EXPERIENCE

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**Museum of Fine Arts, Boston** | Boston, MA

*Artful Adventures Ambassador*

May 2018 – Present

- Aid in the design and implementation of an art-making activity, specifically designed for each visiting group based on their interests, in combination with gallery exploration to maximize learning
- Design lesson plans and art-making projects for the museum's "MFA for Educators" website, which provides resources for teachers of all disciplines and age groups
- Represent the Museum of Fine Arts, Boston in off-site educational programming, such as the Highland Street Foundation's TADpole 10 and via excursions to Camp Harbor View, to expand the museum's reach and future potential audience
- Lead tours of the museum's collections and oversee related art-making projects utilizing Visual Thinking Strategies to engage visitors in the exhibition

**McMullen Museum of Art** | Brighton, MA

*Student Ambassador*

September 2017 – Present

- Create and complete independent projects, such as the planning and execution of educational programming and organizing field trips with local schools, to enhance educational reach of the museum
- Greet patrons and provide them with information about current exhibitions, upcoming events, and the sale of catalogues for current and past exhibitions to establish a welcoming and informative environment
- Represent the McMullen Museum of Art in tabling events throughout the academic year in order to encourage students and community members to visit the museum and attend its events
- Co-chair the Education Committee and sit on the Curatorial Committee to offer the student perspective on projects and events organized by the professional staff

**Boston College Neighborhood Center** | Brighton, MA

*Tutor, Teacher Assistant*

January 2017 – Present

- Assist a kindergarten teacher at the Edison K-8 School in Brighton, Massachusetts for one school day a week, facilitating classroom activities such as reading and connecting class curriculum to ongoing exhibitions at the McMullen Museum of Art
- Provide specialized attention to students requiring extra help grasping certain concepts and assignments to ensure the success of all students in the classroom

## SKILLS & INTERESTS

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**Technical:** Microsoft Office Suite (PC & Mac), FileMaker Pro, Tessitura, Wordpress, Canva

**Language:** Conversational Spanish

**Interests:** Banksy, Salsa Dancing, Mexican Muralism, Youth Art Education

# FIRST & LAST NAME

Norwalk, CT | (293) 239-2308 | email@bc.edu

## EDUCATION

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**Boston College, Morrissey College of Arts & Sciences; Chestnut Hill, MA** *May 2021*  
*Bachelor of Arts in Communication | GPA: 3.64*

Relevant Coursework: Image as Communication, Digital Storytelling, New Media & Society

## INTERNSHIP EXPERIENCE

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### **NBCUniversal Media, LLC**

*Strategic Partnerships Intern; Remote* *January 2020-Present*

- Participate in weekly brainstorming meetings with the Strategic Partnerships team to develop creative ideas for potential clients
- Manage local social campaigns from insertion to trafficking, measuring performance and reporting results across all three networks (NBC10 Boston area, necn, and Telemundo Boston)
- Aid in the creation of sales and marketing materials, such as sales presentations and campaign recaps, to boost network viewership
- Support local programming, *The Hub Today*, by creating sales decks for potential clients

*Marketing Intern; Hartford, CT* *June 2019-December 2019*

- Assisted the commercial producer by setting up and timing shoots to help bring clients' visualizations to life
- Generated client specific reports on NBC CT's audience to optimize clients' audience reach
- Prospected potential clients and created sales packages to support the launch of NBC CT's new lifestyle show, *CT Live!*
- Wrote, edited, and proofread scripts for TV commercials to advertise *CT Live!*

### **Big Sister Association of Greater Boston**

*Grants Assistant Intern; Remote* *Summer 2020*

- Researched and compiled information on prospective corporate and foundation donors, including foundation trustees, areas of connections, and past grants awarded, to evaluate donor potential for future outreach
- Covered five match stories that were featured in grant proposals to exemplify the work of the agency and inspire donors
- Wrote a feature about 15 girls on the waitlist to be matched to supplement the marketing team's spring fundraising initiative

### **Bella Luna Gifts**

*Sales Intern; Morris, CT* *May 2018-December 2018*

- Helped manager with vendor selection, customer sales, organization of merchandise, and weekly and monthly financial reports, to ensure smooth business operations
- Organized events, such as Summer Book and Lemonade Fair and a Galentine's Day Party, to draw customers to the store and increase sales

## SKILLS

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**Social Media:** Aptivada, Facebook, Twitter, Instagram

**Computer:** Microsoft Office Suite

# First & Last Name

Chestnut Hill, MA | email@bc.edu | (234) 239-1020

## EDUCATION

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### **Boston College, Carroll School of Management**

*Bachelor of Science in Management, Bachelor of Arts in Communication | GPA: 3.90*

Chestnut Hill, MA

May 2020

### **Emerson College**

*Major in Communication Studies | GPA: 3.89*

Boston, MA

Sept 2016-May 2018

## DESIGN & MARKETING EXPERIENCE

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### **The Gavel**

*Creative Team Manager*

Chestnut Hill, MA

Sept 2018-Present

- Lead Creative Team in weekly meetings to ensure appropriate photos or graphics are assigned to each article after proofing and editing on Wordpress
- Cover a wide range of events on the Boston College campus and in the Greater Boston area, such as athletic games and rising social and political issues, to keep Boston College students informed
- Co-produce videos on The Gavel's work for marketing and promotional purposes

*Branding Designer, Marketing Coordinator*

Sept 2018-May 2019

- Designed and created all branding and marketing campaigns, collaborating with the rest of the business team on marketing and operational strategies, to increase campus visibility and reader engagement

### **Boston College Center for Teaching Excellence**

*Media Marketing Team Leader*

Chestnut Hill, MA

Sept 2018-Present

- Lead marketing projects for the department by coordinating with professional staff and coworkers to develop plans and strategize execution
- Design the marketing campaign, including postcards, posters, brochures, and name cards, to publicize the largest annual event hosted by the Center for Teaching Excellence
- Partner with Media Production Team on tasks such as photo and video shoot set up, interview filming, and file transcoding, to build technical skills and ensure cohesive messaging across media teams

### **Allied Global Marketing Boston**

*Field Marketing Intern*

Cambridge, MA

Summer 2019

- Collaborated with local businesses and student organizations to coordinate events, such as themed bar nights and advanced movie screenings, to promote client projects among their target markets

### **Emerson College Atlas Magazine**

*Head Designer*

Boston, MA

Sept 2016-May 2018

- Designed the color magazine of 60+ pages, crafting the graphic design, layout, and photo shooting to create a professional, visually appealing, and cohesive work
- Published a different edition of the magazine once per semester, distributing 300+ copies each time

## TECHNICAL SKILLS

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Adobe Creative Suite, Sketch, Final Cut Pro X, Illustrator, InDesign, Lightroom, Canon DSLR/Sony Mirrorless, Microsoft Office Suite, IBM SPSS Statistics