

EXPERIENCE

05/2024 – Current

Special Assistant to CEO & Chief Curator, Prince George's Arts and Humanities Council – Upper Marlboro, MD

- Provide administrative and logistical support to the CEO and Chief Curator, ensuring daily operations and strategic initiatives run efficiently.
- Assist with gallery exhibition preparation and installation, gaining hands-on experience in curatorial techniques and layout design.
- Coordinate with contractors and vendors to support building renovations and the successful execution of public art installations.
- Create visually compelling presentations, proposals, and Requests for Qualifications (RFQs) using Canva and Microsoft Office Suite.
- Contribute to the development and refinement of marketing materials, ensuring brand consistency and engaging visual content.
- Support event execution through transportation of materials, event setup/breakdown, and representing the organization to the public.
- Serve as a point of contact during public programs, providing information about the Council's mission, initiatives, and opportunities.
- Maintain organized documentation, reports, and schedules to enhance program planning, board communication, and project tracking.

12/2023 – 05/2024

Program Coordinator, Prince George's Arts and Humanities Council – Upper Marlboro, MD

- Served as the primary point of contact for patrons, delivering warm, informative, and engaging assistance to enhance visitor satisfaction and build community rapport.
- Maintained an orderly and welcoming environment in the gallery and event spaces, upholding professional standards that supported program effectiveness and public perception.
- Coordinated workshop materials and supply logistics, streamlining event preparation and supporting artist and participant needs for a smooth program experience.
- Composed detailed daily reports to track program metrics, space usage, and community feedback, contributing to operational improvements and strategic planning.
- Collaborated with program staff and leadership to support creative and administrative tasks for exhibitions, community workshops, and pop-up events.

11/2023 – 02/2024

Guest Relations, Museum of The Bible – Washington, DC

- Delivered exceptional customer service to museum visitors, ensuring a positive guest experience through clear communication and enthusiastic engagement.
- Utilized the Tessitura ticketing system for accurate and efficient transactions, including admissions, reprints, and group reservations.
- Served as an information liaison between departments and the public, communicating museum policies and exhibit details with professionalism and clarity.
- Ensured the cleanliness and presentation of high-traffic areas, contributing to a safe, accessible, and visually appealing visitor environment.
- Adapted quickly to visitor needs, accessibility accommodations, and high-volume situations to maintain an inclusive and respectful atmosphere.

02/2023 – 07/2023

Communications Coordinator, Mayor's Office of Cultural Affairs – Atlanta, GA

- Designed captivating social media flyers.
- Established and managed a social media timetable.
- Coordinated with other staff to acquire posting materials (e.g., pictures, statements).
- Produced engaging monthly newsletters.

06/2022 – 09/2022

Gallery Assistant, The National Center for Civil and Human Rights Museum – Atlanta, GA

- Greeted and assisted museum visitors, providing guidance for an optimal experience.
- Completed ticket sales and printing using the Altru system.
- Ensured cleanliness by sanitizing headphones and interactive stations.

- Enforced museum rules, particularly regarding photography in the Martin Luther King Exhibition.

08/2021 – 05/2022

Resident Assistant, Claflin University – Orangeburg, SC

- Enforced the university code of conduct and policies.
- Successfully mediated and documented resolutions for resident conflicts.
- Organized monthly events for the floor and co-planned dorm activities.
- Maintained thorough event logs and conducted hall checks.

05/2021 – 07/2021

Intern, Prince George's Arts and Humanities Council – Upper Marlboro, MD

- Expedited data processing by entering information into Excel.
- Contributed to the seamless setup of events at Arts'tination.
- Handled miscellaneous tasks with efficiency.
- Successfully completed sales transactions at Arts'tination, actively participating in both openings and closings.

CREDENTIALS & CERTIFICATIONS

Issued 05/2025

Human Resources Management, Antioch University– Online

EDUCATION

Anticipated Graduation November 2026

M.A. in Non-Profit Management, Antioch University Online – Online Campus

Current GPA: 3.8

Graduated 05/2022

B.A. in Studio Art with a minor in Psychology, Claflin University – Orangeburg, SC

Honors: *Magna Cum Laude (3.8 GPA)*

PUBLISHED ARTWORKS

Edisto River Review 2020

- *The Machine* page 37
- *Do you see me?* Page 67

Edisto River Review 2021

- *Different Lights* page 67
- *Drama in the Garden* page 78

EXHIBITIONS

- *Annual Student Juried Exhibition*, Arthur Rose Museum, Claflin University, February 2022
- *A Light of Hope for Columbia*, Community Art Exhibition, Columbia, South Carolina, November 2020
- *Campus and Community: Celebrating Unity*, Juried Exhibition, Orangeburg County Fine Arts Center, January 2020
- *Annual Student Juried Exhibition*, Arthur Rose Museum, Claflin University, November 2019
- *Coming Soon*, Juried Exhibition, FAB Gallery, South Carolina State University, October 2018

REFERENCES

Upon request