

Museum of Fine Arts, Houston

Houston, TX, 2019-2023

**Administrative Assistant for Curatorial and Sarah Campbell Blaffer Foundation**

- Provided administrative support for Art of the Islamic Worlds, Prints and Drawings, and the Sarah Campbell Blaffer Foundation.
- Reviewed, edited, and formatted MFAH exhibition and collection catalogues, MFAH special publications, and essays for external publications.
- Obtained high resolution images and publication permissions for non-MFAH artworks.
- Assisted in the planning and installation of almost 6,000 square feet of new gallery space for Art of the Islamic Worlds, including the creation of a three-dimensional layout of the space and artwork installations in SketchUp.
- Generated 3D layouts of gallery spaces for special exhibitions and permanent collection art rotations in SketchUp.
- Reviewed and edited text for exhibitions and installations.
- Created digital labels and virtual exhibitions in CultureConnect.
- Worked with Learning and Interpretation on the creation, management, and promotion of public programs, special tours and events, conferences, and symposia, including virtual programming and events.
- Produced flyers and handouts for special events using Photoshop and Illustrator.
- Managed meetings, both in person and virtual, including scheduling, agendas, PPTs, meeting minutes, and catering.
- Requested and tracked shipping, conservation, photography, matting and framing, and special mounts for MFAH and SCBF artworks.
- Maintenance and data entry of object records in TMS, including creation of purchase reports and other reports as needed.
- Managed correspondence for Art of the Islamic Worlds and Prints and Drawings Subcommittees.
- Created and submitted travel requisitions and expense reports in Microsoft AX and D365
- General administrative duties as needed, including correspondence, ordering of office supplies, outgoing mail and shipments, and organization of digital and physical files.

Carrabba Conservation

Austin, TX, 2016-2018

**Lab Assistant**

- Dry cleaned and mended civil war manuscripts, newspapers, memorabilia, diaries, and various other paper artifacts and bound materials as needed.
- Supervised and helped to train an employee to also perform dry cleaning and mending of flat paper artifacts.

University of Houston

Houston, TX, 2014-2015

**University Archives Student Assistant in Special Collections at the M.D. Anderson Library**

- Assisted with University Archives reference questions.
- Entered finding aids in Archon.
- Assisted with collection management/archival shelving.
- Accessioned analog as well as born digital materials.
- Arranged, described, processed, and accessioned new collections for the University Archives.
- Co-curated the "UH Homecoming through the Years" online exhibit, researching, selecting items for digitization and exhibition, contributing to label text, <https://exhibits.lib.uh.edu/s/homecoming/page/home>
- Performed other duties as needed.

Museum of Fine Arts, Houston

Houston, TX, 2013-2015

**Digital Archives Volunteer**

- Scanned, restored and processed exhibit slides.
- Assisted with collection management and shelving.
- Performed other duties as needed.

City College of San Francisco

San Francisco, CA, 2010-2011

**Student Assistant in Audiovisual Department in Library**

- Worked in Graphic Design creating digital images for Faculty presentations and projects.
- Assisted Head of Audiovisual department with special projects.

Centric Construction

San Francisco, CA, 2005-2009

**Office Manager**

- Coordinated and oversaw all aspects of the main office for a construction company with 10-15 employees.
- In charge of contract tracking and management, project proposals, expenses, human resources, supplies, shipping, meetings, and administrative duties as needed.

Hannum Associates

San Francisco, CA, 2002-2004

**Administrative Assistant**

- Special Projects, including massing model creation, website updates using a CMS program, Internet research.
- First contact all clients and vendors had interacting with Hannum Associates, an architecture firm, Hirsch Bedner Associates, an interior design firm, and Centric Construction, a general contractor.
- Purchasing, event planning, equipment maintenance, filing.
- Financial duties, including invoice preparation, accounts receivable, deposits, petty cash.

**Pottery Barn Brand Packaging Production Coordinator**

- Created brand packaging artwork utilizing Quark Xpress.
- Created mockups of boxes, bags, hangtags and insert cards.
- Manipulated design software to create a desired look.
- Created collage frame display inserts for frames.
- Utilized Microsoft Excel to track brand packaging artwork status.
- Prompt processing of bills after verifying accuracy to ensure positive vendor relations.

**Receptionist and Operator**

- First customer service contact for outside and inside calls.
- Received and properly directed 100+ phone calls daily.
- Trained and supervised new receptionists and temporary receptionists.
- Responsible for handling maintenance, custodial, security, and parking issues.
- Responsible for accurate accounting of monies received for the sale of BART and SF Muni passes.

Passanisi Investigations

San Francisco, CA, 1999-2000

**Secretary to President/CEO****EDUCATION:**

Master of Science in Information Studies, University of Texas	May 2018
Bachelor of Art in Studio Arts, University of Houston	December 2015
History of the Book Workshop, Texas A & M	May 2015
Associate of Art in Library Information Technology, City College of San Francisco	May 2011

**SKILLS:**

Mac and PC Platforms: Microsoft Office Applications, Adobe Creative Suite, The Museum System (TMS), D365, SketchUp, Tessitura, Zoom, Bluejeans

**PROJECTS:**

- Hogg Family Artifacts at the Hogg Foundation for Mental Health  
Performed a collection and preservation needs assessment on a group of Hogg Family Artifacts.  
Completed an inventory of the artifacts referencing a recent appraisal. Documented the condition of each artifact.  
Recommended storage for the artifacts that fit best practices and were feasible for the archive. Gave general suggestions for preservation.  
Implemented storage for some of the more delicate artifacts.  
Recorded environmental conditions of the archive in order to accurately present appropriate solutions. Gave recommendations for emergency planning and preservation policies.
- Larry Monroe Collection Survey at the Dolph Briscoe Center for American History  
Performed a collection survey of reel to reel magnetic media contained in a collection of papers and media of Larry Monroe, a well-known Austin radio deejay, acquired by the Dolph Briscoe Center for American History. Created an inventory of the reel to reel magnetic media.  
Collected condition information for each reel inventoried.  
Visually inspected reels to determine possible issues that might arise during playback. Suggested ways to mitigate issues that might arise during digitization of the reels. Suggested storage ideas that might help to lessen further deterioration of the reels.
- UT Videogame Archive at The Dolph Briscoe Center for American History  
Part of a team that captured stream files and disk images of 290 3.5 inch floppy diskettes for the UT Videogame Archive using Kryoflux, a forensic floppy controller card.  
Ingested all data gathered from the floppy disks, as well as all associated metadata, into TACC. Ingested project documentation into DSpace.  
DSpace Community Administrator for project. Head of Inventory and Metadata Creation. Main Liaison for the UT Videogame Archive.
- Alexander Architectural Archive, University of Texas  
Part of a team that processed the archive of the Center for American Architecture and Design, comprised of papers, photographs, and audio-visual material.  
Created an archival processing plan prior to processing the collection. Created a finding aid for the collection.  
Created EAD finding aid prior to ingesting finding aid into TARO.
- Moody Museum, Taylor, Texas

Part of a team that performed a Preservation Needs Assessment on a house museum in Taylor, Texas. Surveyed the building housing the collection and items in the collection for preservation issues. Collected environmental data in order to best determine preservation recommendations.  
Created a report for the museum highlighting preservation issues and giving recommendations.  
Created a grant application for the museum to fund a project suggested by the needs assessment.

#### HONORS:

Recipient of the Hamill Library Scholars award at University of Houston.  
Recipient of the Dorothy Baker Scholarship award at University of Houston.  
Recipient of the McGovern Outstanding Student Achievement award at University of Houston.