

CAREER SUMMARY

Operations & Client Service Specialist with 10+ years of experience working to ensure the highest caliber of programming for leading entities spanning arts, design, and retail sectors. Adept at working directly with senior staff and vendors to promote the success of high-profile events. Career history of serving as primary point of contact with clients and partners while scheduling meetings, events and company programs. *Basic French language abilities.*

Operations Optimization | Client Relations | Event Coordination | Design Initiatives
Financial Transactions | Process Improvement | Communication Initiatives | Vendor Relationships

PROFESSIONAL EXPERIENCE

VONNEGUT / KRAFT

Chatham, NY

Operations Manager & Furniture Maker

May 2021 - Feb. 2024

- Oversaw core aspects of operations on behalf of high-end design studio specializing in furniture and home accessories, ensuring adherence to project specifications and timelines.
- Assisted with all phases of design initiatives, creating custom, contemporary furniture for discerning clientele.
- Operated professional equipment and tools, leveraging jointers, planers, table saws, band saws, and orbital sanders to create original designs.
- Collaborated closely with senior management to establish workflows and processes for all staff company-wide, reporting directly to company Founder.

STAIR GALLERIES & RESTORATION

Hudson, NY

Client Communications Specialist

Oct. 2017 - Apr. 2021

- Managed a high volume of historic inventory on behalf of leading regional auction house earning favorable coverage in media outlets including *The New York Times*, *Vogue*, *Architectural Digest*, and *The Atlantic*.
- Directed logistics of more than 35 auctions each year, leveraging market insights to select items featured in prominent events showcasing fine art, high-end furniture, and historic objects.
- Streamlined all aspects of operations, overseeing accounts receivable, maintaining exhibition spaces, and addressing a high volume of customer inquiries.
- Liaised with clients including established and influential interior designers, architects, art dealers, and private collectors.
- Onboarded new hires, working to ensure adherence to company policies and industry regulations.

TIN CAN STUDIOS Studio

Brooklyn, NY

Assistant- *Seasonal*

2014 - 2015

- Coordinated key aspects of private and corporate events for leading entities including Cointreau and Logo TV, curating memorable experiences for thousands of attendees each year.
- Created table arrangements, bouquets, boutonnières, and installations for weddings and events.

EDUCATION & TRAINING

SAVANNAH COLLEGE OF ART & DESIGN

Savannah, GA

Bachelor's Degree - Industrial Design

2017

Completed minor in Furniture Design. Participated in study abroad program in Lacoste, France & Hong Kong.

MISS PORTER'S SCHOOL

Farmington, CT

2013

TECHNICAL SKILLS

Proficient in Microsoft Office (Word, Excel, PowerPoint), Adobe Creative Suite, Rhinoceros 3D Modeling, POS Systems, and social media platforms, with ability to learn new tools quickly. Familiarity with Quickbooks.

AWARDS & ACHIEVEMENTS

IDA Award Gold, 2016 & IDA Award Honorable Mention, 2016