

STEPHANIE G. SMITH

EDUCATION

Carnegie Mellon University, H. J. Heinz III College
Master of Arts Management

August 2007–May 2009
Pittsburgh, PA

California University, College of Humanities and Social Sciences
B.A. in Sociology

January 2000–January 2004
San Diego, CA

EMPLOYMENT

Carnegie Mellon University
Project Coordinator–College of Fine Arts

October 2007–May 2008
Pittsburgh, PA

- Coordinated a three-day College of Fine Arts Drawing symposium with approximately 250 registrants
- Developed a \$150,000 budget
- Applied for grants totaling \$30,000 and wrote grant reports which included analysis and synthesis of administrative and survey data
- Corresponded with event registrants and artists regularly
- Reached out to local community organizations and partners, including local arts organizations
- Coordinated approximately 40 volunteers

Carnegie Mellon University
Teaching Assistant–Project Management

August 2008–May 2009
Pittsburgh, PA

- Worked as a teaching assistant providing support to both Professor & students for a graduate level course in project management
- Evaluated upwards of 60 students weekly submissions
- Hosted weekly office hours to assist students with comprehension of key concepts

The Japan Society
Programs and Development Intern–Northern California

May–August 2007
San Diego, CA

- Worked for both programs and development departments
- Entered upwards of 100 constituents into Raiser's Edge
- Registered participants for multiple events which included providing customer service to all attendees
- Corresponded with partnering organizations, volunteers, and general public
- Managed social media presence including Facebook, Twitter, Flickr, and Instagram accounts
- Conducted research on two potential programs and three upcoming programs

United States Peace Corps
TEFL Teacher–Tokyo University

June 2005–June 2007
Tokyo, Japan

- Graded and evaluated 700 students
- Created, developed and implemented multiple extra-curricular activities for both students and teachers in the English Department

San Francisco Museum of Modern Art
Senior Staff Assistant–Manuscripts Department

July 2003–April 2005
San Francisco, CA

- Provided administrative support for curators
- Managed and tracked departmental budget
- Created presentations for general and high level audiences, including Museum Director
- Accommodated visitors
- Corresponded with general public, board members, academics, and high level executives
- Supported exhibition opening events

San Francisco Museum of Modern Art
Senior Staff Assistant–Accounting Department

October 2002–July 2003
San Francisco, CA

- Provided administrative support for both the Accounting and Procurement departments
- Worked closely with colleagues and helping with any questions or obstacles that presented themselves

RELEVANT PROJECTS & SKILLS

Language | Intermediate-Mid proficiency in spoken Japanese • Beginner proficiency in written Japanese

Technical Skills | Adobe Creative Suite • FileMaker Pro • Microsoft Access • Raiser's Edge • PeopleSoft • Microsoft Office

Projects | *Senior Editor* for Heinz Journal, a student run organization that publishes original, student-produced content bi-annually • *Documentarian* for "Benchmarking a Museum Soft Launch–The Pittsburgh Music Hall of Fame": completed a needs assessment based on research and the collection of primary data through a focus group, interviews, and a survey—to determine the feasibility of and provide strategic recommendations for the Pittsburgh Music Hall of Fame.

Professional Memberships | American Alliance of Museums • Association of Fundraising Professionals

