



1256 Epworth Avenue  
Dayton, OH 45410



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## Education

Wright State University - Dayton, OH 2016–18  
BFA | GPA 3.95

Sinclair Community College - Dayton, OH 2005–07  
AAS in Visual Communications | Accredited by NASAD | GPA 4.0

## Work Experience

### Dayton Society of Artists - Dayton, OH

Executive Director | October 18–Present

Managed Non-Profit Organization | Wrote, Received, and Reported Grants

Organized Financial Data for CPA | Redesigned and Maintained Website

Learned and Managed Wild Apricot Membership Software | Managed Social Media

Oversaw Interns and Volunteers | Coordinated Workshops, Events, and Fundraisers

Maintained Victorian House Gallery | Increased Revenue | Doubled Membership

Collaborated with Dayton Sister City Committee to Begin Artist-In-Residence Program

### Archway Property Management, LLC - Dayton, OH

Financial Coordinator | January 20–Present

Organized Financial Data for Tax Purposes | Logged and Filed Receipts

### Awards of Excellence - Dayton, OH

Manager/Graphic Designer | September 06–October 18

Managed up to Four Employees | Increased Sales | Interfaced with Customers

Learned and Maintained QuickBooks | Operated Engraving Machines

Created Online Store | Managed Orders | Chose Suppliers and Purchased Materials

Utilized Graphic Design Skills in Marketing and Awards

## Relevant Experience & Tools

Office Suite (Word, Excel, PowerPoint, etc.)

Adobe Suite (Photoshop, Illustrator, InDesign, etc.)

QuickBooks

Grant Writing

Planning and Facilitating Workshops and Trainings

Recruiting Interns and Aiding in Hiring Process

## Interests



## Community Work

Dayton Sister City “Friend” 2016–Present

Mentor to Refugee Family 2014–18

Simply One Treasurer 2014–16

Food Pantry Volunteer 2010–16

Share One-to-One Clothes Closet 2007–2010

“Big” through Big Brothers, Big Sisters 2005–10