

Anna Schoen

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EDUCATION

Lake Forest College

Bachelor of Arts in Art History; Minor in Communications

Lake Forest, IL
Expected May 2016

EMPLOYMENT EXPERIENCE

The Field Museum

Photo Archives Intern

Chicago, IL
Jan 2016 – Present

- Digitized and edited various collections of black and white negatives and color transparencies
- Concatenated and uploaded over 4,000 entries of photos and information to the museum-wide database

Career Advancement Center

Career Ambassador

Lake Forest, IL
Aug 2014 – Present

- Coordinated meetings and events, communicated with employers and students via phone and email
- Crafted social media campaigns via Facebook and Twitter to promote career office events and programming
- Revamped office handouts in collaboration with student staff to align with new a college branding campaign

Evanston Art Center

Art Administration Intern

Evanston, IL
Jun 2015 – Aug 2015

- Collaborated with the Executive Director in organizing non-profit management, fundraising, and public relations
- Researched and wrote grants and press releases, contributing to local events and partnerships with Yelp
- Spearheaded creation and management of social media presence for the center with particular emphasis on content creation and audience targeting for social channels including Facebook, Twitter, and Instagram

Judy Chicago's Through the Flower, Non-Profit

Archival Intern

Belen, NM
Jul 2014 – Aug 2014

- Created detailed digital archive of the 88 pieces within the Birth Project, including information about art institutions where pieces are located, condition of works, and accession numbers
- Oversaw archival and editing of high-resolution photos of works, involving substantial graphics and editing work using Adobe Photoshop and InDesign

VOLUNTEER EXPERIENCE

Lake County Discovery Museum

Archivist

Libertyville, IL
Jun 2015 – Aug 2015

- Observed and evaluated a collection of over 50 advertorial prints and paintings primarily from the 1940s
- Cataloged works for permanent collection and for future exhibitions

Explora! Science Center and Children's Museum

Floor Manager

Albuquerque, NM
May 2013 – Aug 2013

- Encouraged and educated visitors of all ages to learn and ask questions about science, art, and technology
- Taught lessons to visitors encouraging them to think about examples of science in everyday life

EXTRACURRICULAR EXPERIENCE

Delta Gamma

VP Programming

Lake Forest, IL
Sep 2013 – Present

- Liaised with two outside organizations to plan a regional Founder's Day event with alumnae
- Planned events within the chapter to further bonding, education, and cultural interest

SKILLS & INTERESTS

Skills: Adobe Creative Suite (PhotoShop, InDesign, Lightroom), Excel, PowerPoint, Word, and darkroom experience

Interests: Photography, Contemporary Art, Architecture, Teaching Kids, Archival and Curatorial Work