

Arianna McQuillen

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EDUCATION

- Massachusetts Institute of Technology*, 77 Massachusetts Ave, Cambridge, MA, 02139
Major: Bachelor of Science in Humanities and Engineering GPA 4.2
Focus on Archaeology and Anthropology with Thesis
- Boston University*, One Silber Way, Boston MA 02140
Courses: Graduate Introduction to Material Science and Engineering Fall 2016

SCHOLARSHIPS

- Beat the Odds Scholarship, Children's Defense Fund 2010-2016
Honors talented students who have overcome tremendous adversity
- Buick Achiever's Scholarship 2010-2015
Awards \$25,000/year to honor engineering students giving back to the community

WORK EXPERIENCE

- Boston University, Development and Alumni Relations Research Coordinator* 2016-present
- Began project to archive over 1,200 paper records into centralized filing system
 - Utilized database to research alumni and constituents with estates exceeding \$1 million
 - Wrote daily and weekly reports using LexisNexis and news alerts to serve 200 staff
 - Maintained billing and records for purchases and subscriptions, annually exceeding \$100,000
 - Initiated repair program for over a dozen books, including university yearbook from 1910
- MIT Wunsch Conservation Lab Intern, Boston MA* 2014-2015
- Trained in hands-on conservation experience with books and paper
 - Produced simulacra materials for an international seminar on letter locking
- Museum of Fine Arts, Conservation Science Department, Boston MA* 2013-2015
- Researched identification spectroscopy of dye used in Japanese woodblock prints
 - Developed 3D fluorescent spectroscopy scanning protocol for samples from MFA catalog
 - Prepared modern samples of colorants on Japanese paper in studio
 - Reported own research, summarized literature review, wrote instrumentation protocols
- Smithsonian American Art Museum Public Programs Intern, Washington D.C.* Summer 2013
- Coordinated and staffed major events serving up to 500 museum visitors
 - Wrote and edited documents for upcoming programs, lectures and events
 - Attended conferences and trainings at Museum Conservation Institute
 - Promoted public relations through online writing, press releases, and calendar writing
- Children's Defense Fund Freedom Schools Leader, Washington D.C.* Summer 2012
- Taught middle school age residents of the D.C. homeless shelter through a reading curriculum, crafting, and literary activities
 - Authored funding proposal, publicized, and organized outdoor picnic for residents

COMPUTER SOFTWARE SKILLS

- Proficient Mac and Windows OS, Microsoft Office Suite, Google Docs and Drive, Wordpress and Blogger blog design, Blackbaud, wiki-database, LexisNexis
- Personal blog with over 100 unique visitors per week with social media promotion

LEADERSHIP AND SERVICE EXPERIENCE

- Associate Advisor, Steering Committee* 2011-2014
- Collaborated with faculty to help freshmen students develop and maintain academic plans
 - Planned faculty events for freshmen in dorm by organizing guests, catering, and flyers
 - Attended two leadership training sessions per year including guidance and team building
 - Developed and publicized social events, seminars, and dinners with faculty guests