

Arianna McQuillen

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EDUCATION

Massachusetts Institute of Technology, 77 Massachusetts Ave, Cambridge, MA, 02139 2016
Major: Bachelor of Science in Humanities and Engineering GPA 4.2
Focus on Archaeology and Anthropology with Thesis

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

Wentworth Institute of Technology, Business and Finance, Boston MA 2018
via Professional Staffing Group 1 month

- Supports Vice President of Business and Vice President of Finance
- Coordinates Business department operating budget including invoices, contracts, and purchases
- Created documentation for both Banner financial software and signatory process
- Performed administrative and calendar management duties for executive commitments

Boston University, Development and Alumni Relations Research Coordinator 2016- 2017

- 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, with some HTML and R coding
- Research tools: LexisNexis, Google News Alerts, Burrelles Luce, SEC and FEC stock transactions, GuideStar, Wealth Engine, WealthX, Spokeo, Prophet, JStor
- Personal blog with over 100 unique visitors per week with social media promotion