

Experience

Collections Specialist

2024 – Present

ALINO & LOW

Managed a private art collection of 650+ objects from Africa, Oceania, and the Americas, working with external partners to catalog, research, and place items in permanent collections.

- Cataloged 2D and 3D objects with metadata, photography, scans, and descriptions.
- Researched provenance of archaeological artifacts through invoices, photographs, and historical records.
- Authenticated the origin, context, and value of traditional African objects under the guidance of the British Museum.
- Partnered with academic historians to identify appropriate institutions for sacred and culturally sensitive items.
- Negotiated agreements with head archivists, ensuring open access to collections and avoiding conflicts of interest.
- Prepared inventories, deeds of gift, and other documentation for each transfer.
- Relocated collection items to North American museums and libraries, including CUNY, Centro León, and AGN.
- Presented collections to curators, archivists, and vendors on- and off-site.
- Applied conservation and safe-handling protocols to stop the spread of mold and pests.

Data Processing Analyst

2022 – 2024

COX MEDIA GROUP (CMG)

Programmed and deployed web surveys for enterprise media and entertainment clients within a market research pipeline, working with internal researchers and third-party vendors.

- Translated 50+ questionnaires into online surveys, ensuring data accuracy, consistency, and validity.
- Cut project turnaround by 70% through automation, standardized procedures, and documentation.
- Led the company's migration from local to cloud-based servers, mastering the new software within two weeks.

Education

Bachelor of Arts in Sociology

2020

UNIVERSITY OF SOUTH FLORIDA

Coursework in Filmmaking

2018

MINNEAPOLIS COLLEGE OF ART & DESIGN

Skills & Tools

Skills: Archival Accessioning · Archival Processing · Cataloging & Metadata · Provenance Research · Appraisal · Condition Assessment · Preservation · Object Handling · Digitization · Scanning · Photography · Digital Asset Management · Quality Control (QA/QC) · Desk Research · Data Entry · Project Management · Stakeholder Communication · Outreach · Vendor Management

Tools: Knowledge of Collection Management Software · Databases · Microsoft 365 (Excel, SharePoint, OneDrive, Teams, Word, Outlook) · Adobe Creative Suite (Illustrator, Photoshop, Premiere, Audition, InDesign, After Effects) · Google Workspace

Languages: English · French · Spanish