

M. K. MEADOR

EDUCATION

Auburn University August 2002 - December 2006 Auburn, Alabama
Bachelors of Art in Philosophy (concentration in Religious Studies)

- Minor in Art History

WORK EXPERIENCE

Gomberg, Sharfman, Gold & Ostler, P.C. Chicago, IL
Administrative Assistant (October 2008 – Present)

- Office responsibilities include: client services and managing multi-line phone, data entry, typesetting, preparing official legal briefs and correspondence. I am responsible for all invoices with itemized billable hours for each attorney.
- Initiated an update for the firm's website, scheduled to be launched in April 2009.
- Implemented an explanation coding system that efficiently streamlines the data entry process.

NewCity Chicago Chicago, IL
Freelance Writer (November 2008 – Present)

- Research and write reviews on Chicago area galleries and museums.
- Experience with proofreading and editing articles and web copy.

New Bound Media Chicago, IL
Freelance Project Manager (March 2008 – Present)

- I conduct market and documentary research. I work with the graphic designer to write copy and content for company's website.
- As a freelancer, I was hired by Steppenwolf Theater to assist with the Tony Award winning production of *August: Osage County*. I worked with the props department to fabricate and stock the various decorative items and furniture required for dressing the set for shipment to the London National Theater.
- Primarily worked with clients at KN Gallery as the shipping coordinator and head preparatory. I was in charge of the shipping and installation for the gallery's show called *Raw Boundaries*.

Leslie Hindman Auctioneers Chicago, IL
Inventory Control Manager and Visual Merchandiser (September 2007 – June 2008)

- Designed and installed auction previews, with a focus towards the fine art and decorative art property.
- Promoted to Inventory Manager of the Decorative Arts property and was responsible for tracking all incoming and outgoing property. I coordinated with different departments to ensure all items were properly cared for and displayed at each auction sale preview.
- I worked with clients during each auction to arrange the packing and shipping for all items purchased at sale. During the gallery previews, I was a gallery attendant and answered clients questions about provenance and estimates.

BLC Associates Nashville, TN
Executive Administrative Assistant (February 2007 – June 2007)

- Booked all business travel, managed daily appointments, analyzed data in the auto leasing market, compiled invoices, and researched company investments.
- Researched Non-profit companies and foundations for investment purposes. I was in charge of the management of the Community Investing and Economic Justice committee and the committee for the *Ky Quang II Pagoda* special education initiative.

Jule Collins Smith Museum of Fine Art

Auburn, Alabama

Curatorial Assistant (August 2004 – January 2006)

- Assisted the head curator with research and preparation for upcoming exhibitions. Administrative tasks included: editing label copy, contacting and interviewing artists, organizing the accessioned item filing system. Research projects included: historical background for the *Advancing American Art* permanent exhibit; iconographic information for the 17th and 18th century Tibetan bronzes.
- Registrar duties included: Continuously updated files using Embark software, catalogued Audubon's Birds of America prints; organized all vault holdings, and assisted with the condition reports for all fine art.

Jule Collins Smith Museum of Fine Art

Auburn, Alabama

Assistant Preparator (May 2005 – September 2005)

- Worked on the production team and was responsible for the installation and de-installation of all exhibits, daily gallery maintenance, shipping and receiving for all exhibitions.
- Coordinated and worked with design team to effectively install exhibitions on schedule and under budget. Devised a time-saving system for the installation of the permanent collection which was implemented for all future installs.
- Carpentry projects included: fabrication of shipping crates, constructing an A-frame for painting storage, designing & fabrication of the scale model for gallery exhibition design.

N.A.L.L. Foundation

Vence, France

Studio Manager and Apprentice (May 2004 – August 2004)

- Apprenticed for the artist Nall. Daily tasks included: studio maintenance, cataloguing prints, constructing mosaic frames and lead tours of the NALL Foundation's Outsider Art Museum. Coordinated the installation for the artist's shows at the Gallarié de la Marine and the Musée des Beaux Art in Nice and Monaco.
- Assisted in design projects for the production of the Puccini Festival's 2004 production of the Opera, *La Fanciulla*, or the "Girl of the Golden West". This included the research of historical costume design and construction of the stage maquette and props.

INTERNSHIPS AND VOLUNTEER EXPERIENCE

Nashville Adult Literacy Council

Nashville, TN

Volunteer Tutor (January 2007 – June 2007)

- Attended the training seminar for English Language Learner's tutor certification. I was assigned to work with a Hispanic single mother to improve her vocabulary and verb/tense agreement.

Frist Center for the Visual Arts

Nashville, TN

Internship with the Education Department (June 2003 – August 2003)

- Teacher's assistant for the children's summer art program. Helped with gallery visits and coordinating children's art projects and workshops.
- Coordinated groups for the Young Filmmakers class and assisted pre-teens with shooting and editing their films.

STAR Foundation

Franklin, TN

Volunteer Assistant (May 2003 – August 2003)

- Assisted the founder, Dan Prince, with the inventory and organization of his extensive collection of Outsider and Folk art.

Phillips Exeter Academy

Exeter, NH

Summer Study Program (July 2001)

- I was accepted into the summer study program where I took classes in Psychology, Philosophy and Art Studio.
- Made field trips and took campus visits for the following schools: Boston College, Boston University, Northeastern University and Bodoin College.