

# Career Center

## Master's Arts Resume Example

**Murasaki "Marta" Shikibu**

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### EDUCATION

**Duke University, Durham, NC, USA**

Master of Arts in Digital Art History

Expected May 2019

**Wesleyan University, Middletown, CT, USA**

Bachelor of Arts, Majors in East Asian Studies and Mathematics

May 2015

GPA: 3.86/4.0, Dean's List 2015

**Waseda University, Tokyo, Japan**

Exchange student at School of International Liberal Studies Department

January 2014 – May 2014

Coursework: Religions of East Asia; Classics of Japanese Literature; Art Heritage of Asia and the Middle East;

Computer Programming; Culture in Context

### ARTS EXPERIENCE

**Editor & Journalist (Freelance), *China Collections***

Jul 2016 – August 2017

- Interviewed artists, edited and published articles on *China Business Daily* and *China Collections*
- Investigated the news exhibits at art museums and galleries and maintained records
- Raised fresh perspectives in terms of topic selection and planning scheme
- Managed new media operation on the Wechat and Weibo platform, successfully attracted more young subscribers

**Art Gallery Manager, Park West Gallery**

March 2016 – May 2017

**Art Associate, Park West Gallery**

June 2015 – March 2016

- Managed appearance of gallery and curated art displays for 8-9 events per voyage, dealing works of art by contemporary artists as well as deceased masters
- Coordinated onboard Art Gallery and Art Programs on international luxury cruise ships (especially in Japanese and Chinese market)
- Consistently met and exceeded sales goals, and broke auction records in Japanese market several times
- Simultaneously translated entire live art auction from English to Japanese, exhibiting exceptionally strong public speaking skills on a daily basis
- Assisted with all departmental accounting, marketing, and event planning
- Maintained inventory of over 1000 fine artworks, performing onload and offload of artworks in international ports on a monthly basis
- Spearheaded company's emergence in Chinese and Japanese markets
- Trained and mentored Asian language speakers to successfully run onboard programs, tailoring departmental structure to new market demands

**Spring Festival Art Auction, Park West Gallery**

Spring 2016

- Strategized plans and targets for Chinese clientele
- Transformed marketing materials for Chinese market, including writing invitations, recording video clips, etc., which helped gain substantially attendance of Chinese customers at the auction
- Simultaneously translated for all VIP events
- Auction results impressed the national sales manager; the volume of attendance and turnover contributed by Chinese customers tripled what had been last year

**Dassault-Vivere Banquet, YuanZhenTong Beijing**

April 2015 – May 2015

- Simultaneously translated for sales director of Northeast Asia at Dassault Falcon Jet, successfully helped the Dassault Group promote business to several targeted clients
- Inspected whole process of hall planning, making sure everything is perfectly executed

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**Strategist, Arroz de Fideos** (restaurant)

December 2014 – February 2015

- Researched the restaurant industry in Panama
- Contributed new ideas to the new-design of an existing restaurant
- Suggested implementing a new organization management system, and introduced a training system for staff members
- Raised revenue from less than 100 dollars a day to more than 300 dollars a day

**Trade Intern and Researcher, Longting Ltd. Corporation**

December 2014 – February 2015

- Conducted market research on consumer goods and interior design hardware in Panama for trade opportunities, and managed fieldwork to local supermarkets
- Collected research data; evaluated price and quality of goods across supermarkets
- Analyzed research results; presented possible investment opportunities to potential investors
- Compared interior design elements in Panama with those in China
- Contributed to the presentation on potential investment; gained support of local community members
- Fieldwork to several hardware and interior ornament stores, from top-grade to standard ones
- Contacted potential partners for investment and cooperation with introduction of working conditions, advantages, disadvantages of Panama and marketing analysis

**Outreach Programmer, Wesleyan University College of East Asian Studies**

Fall 2011 – Fall 2014

- Promoted cultural awareness to students aging from 7 to 14 years and led specific East Asian cultural activities, including traditional Japanese dance (soran-bushi), paper folding (origami), calligraphy, traditional Chinese lion dance
- Coordinated travel logistics between visiting school and university to ensure efficient event planning

**EVENT COORDINATION EXPERIENCE****Event Planner, Niji no Kai** (国際交流虹の会), Tokyo

September 2013 – July 2014

- Held cultural communication events along with Japanese college students, including sports competition, English learning and world study
- Advertised for cultural events, such as sending out flyers and making contact via emails

**Member, Waseda Chopin Group** (シヨパンの会)

October 2013 – July 2014

- Promoted concerts, through social media and face to face mobilization

**SKILLS AND INTERESTS****Computer:** Tableau, MS Office, Adobe Creative, Python, Social Media**Skills:** Video-editing; Research (1-year art history experience with Professor Jonathan Best at Wesleyan University; 1.5-year art market research with Professor Miegroet at Duke University)**Interests:** Art Auction and Connoisseurship; Wine Business**Languages:** Chinese; English; Japanese (JLPT N1)