

Eloise Baker

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WORK EXPERIENCE

Development Associate, Berkshire Museum, Pittsfield, MA **September 2023-Present**

- Process donations and membership transactions; update and maintain membership database; facilitate communications with Museum Board and members; plan and implement fundraising events; assist Marketing department with website updates and graphic design needs.

Graphics and Communication Associate, MCLA Arts & Culture **February 2021-September 2023**

- Renovated and updated website; created logo during organization rebrand; designed promotional materials for exhibitions and events; set up virtual art exhibitions and assisted with in-person art installation; planned and conducted arts-based programs to welcome incoming MCLA students. Began as intern and was hired as staff member in September 2022.

Visitor Services Associate, deCordova Sculpture Park and Museum, Lincoln, MA **Summer 2022**

- Sold tickets and organizational memberships; greeted visitors and answered questions; acted as security within art galleries; assisted with running private events.

Graphic Design Intern, MCLA Institute for the Arts and Humanities **September 2021-May 2022**

- Renovated and updated website; increased consistency in branding; designed print materials and social media graphics to promote events; contributed to community workshops.

Academic Tutor, Massachusetts College of Liberal Arts, North Adams, MA **February-December 2020**

- Assisted other students in Digital Media and Web Development classes, focusing on HTML/CSS and the use of Adobe Creative Cloud.

Gallery Attendant, Gallery 51, North Adams, MA **September-December 2019**

- Greeted guests; provided information about exhibits; assisted with installation of exhibits.

CERTIFICATIONS

Adobe Certified Associate, Visual Design Specialist CC 2015

- Print & Digital Publication using Adobe InDesign® CC 2015 - January 2019
- Graphic Design and Illustration using Adobe Illustrator® CC 2015 - November 2018
- Visual Design using Adobe Photoshop® CC 2015 - June 2018

Adobe Certified Associate, Web Authoring using Adobe Dreamweaver® CC 2015 - May 2018

EDUCATION

Massachusetts College of Liberal Arts, B.A. in Art, May 2023 - graduated summa cum laude, 3.98 GPA

- Art Major with Design Concentration; minors in Software Development and Arts Management
- Dean's list all semesters; Andrew S. Flagg Art Award 2023; Feigenbaum Scholar 2021-2022; Visual Arts Scholarship 2020-2023; Paul E. Tsongas Scholarship 2019-2023

SKILLS

- HTML/CSS; JavaScript; jQuery; Node.js; Bootstrap; PostgreSQL; Java; Adobe Creative Cloud