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EXPERIENCE

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|----------------|---|---------------------|
| 2021 - Current | <b>Director of Development</b> at Thomas Jefferson School   | St. Louis, Missouri |
|                | <ul style="list-style-type: none"><li>• Creating strategic planning to advance school's mission and its philanthropic efforts</li><li>• Managing the annual fund, major gift projects, and capital campaign</li><li>• Doubled annual fund, tripled parents group, increasing loyal donors</li><li>• Organizing and managing Parent Association and Alumni Council</li><li>• Served as the board committee staff liaison for Advancement Committee &amp; Board Membership Committee</li><li>• Cultivation, solicitation, and stewardship of 25 major donors and planning pipeline</li><li>• Alumni programming, reunions and other school events planning &amp; execution</li><li>• Writing and directing monthly donor newsletter, yearly alumni magazine, board reports, and presentations</li></ul> |                     |
| 2020 - 2021    | <b>Teacher</b> - Long-term substitute<br>MICDS, New City School, and The College School   | St. Louis, Missouri |
| 2014 - 2018    | <b>Development Associate</b> at City & Country School   | New York, New York  |
|                | <ul style="list-style-type: none"><li>• Managing volunteers and overseeing community engagement</li><li>• Managing gift prospect research, cultivation, solicitation, and stewardship</li><li>• Creating marketing and communication materials</li><li>• Overseeing annual galas, working with contractors, and vendors</li></ul>   |                     |
| 2008 - 2012    | <b>Production Manager</b> at T.E. Black Studio  | New York, New York  |
|                | <ul style="list-style-type: none"><li>• Directing in-house production and on-site execution of exhibition design prints</li><li>• Managing business operation including budgeting, scheduling, communicating, and collaborating with designers, curators, and contractors</li><li>• Worked with curators and museum directors of The Metropolitan Museum of Art, The Guggenheim, The Frick Collection, Studio Museum in Harlem, American Museum of Natural History, MoMA, Whitney Museum, Asia Society, &amp; The Jewish Museum</li></ul>   |                     |
| 2004 - 2010    | <b>Freelance Illustrator</b> at The New York Times  | New York, New York  |
|                | <ul style="list-style-type: none"><li>• Working under short deadlines, concepts to finished piece, working with creative directors</li><li>• Published illustrations in The New York Times Book Review, The New Yorker, The New York Review of Books, among numerous companies and publications</li></ul>   |                     |
| 2004 - 2006    | <b>Web Designer</b> at Sony Music Entertainment   | New York, New York  |
|                | <ul style="list-style-type: none"><li>• Designing digital contents for artists' websites</li></ul>  |                     |

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## EDUCATION

M.A.Private School Leadership, Klingenstein Center, Teacher's College, Columbia University, New York, NY  
B.F.A. Parsons School of Design, New York, NY

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## ACHIEVEMENTS

2024 Maurice Gurin Scholar, Association of Fundraising Professionals- NYC Chapter  
2024 Virginia Carter Smith Scholar, Council for Advancement and Support of Education  
2024 District V & IV Conference Scholar, Council for Advancement and Support of Education  
2023 NAIS People of Color Conference, Planning Committee Member & Speaker Presenter  
2023 Klingenstein Center Leadership Academy Scholar, Columbia University  
2022 Klingenstein Summer Institute Recipient, Columbia University  
2013-2004 Published Illustrator at Abrams Books, Coach, McSweeney's, The New York Times, The New Yorker, The New York Review of Books, Workman Publishing

## AWARDS

2024 Best of District IV Awards, Council for Advancement and Support of Education  
2023 Bronze, Circle of Excellence, Council for Advancement and Support of Education  
2008 American Photography & Illustration Chosen 26  
2008 American Photography & Illustration Selected 26

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## TOOLS

Adobe Creative Suite- Intermediate  
Blackbaud NXT-Advanced  
Chat GPT- Intermediate  
Microsoft Office-Advanced  
Raiser's Edge-Advanced

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## SKILLS

Art Direction  
Fundraising  
Project Management

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## LANGUAGES

Korean - Advanced (Native speaker)  
Japanese - Basic