

# ELLEN ASAKAI

esakai@andrew.cmu.edu | (617)803-4810 | www.ellenasakai.com

## EDUCATION

### Carnegie Mellon University, Pittsburgh, PA | 2022-2024

Master in Arts Management

*Course Work:* Arts Management and Technology, Writing for Creative Industries, Economic Analysis, Database Management, Project Management

### Carnegie Mellon University, Pittsburgh, PA | 2018-2022

Bachelor in Fine Arts and minor in Business Administration

## SKILLS

### TECHNICAL

- Adobe Creative Suite
- Mac and Windows
- Salesforce
- Programming Languages (Basic):
  - SQL
  - R
  - Python
- Microsoft:
  - Access
  - Excel
  - Word
  - Powerpoint
  - Project

### PROFESSIONAL

- Organizational Skills
- Project Management
- Problem Solving Skills

### LANGUAGES

- English
- Korean
- Chinese

## WORK EXPERIENCE

### Carnegie Mellon University, Pittsburgh, PA

Advancement Assistant January, 2023 - Present

- Generating support for the college's nationally and internationally recognized constellation of five top-ranked schools, research centers, and related programs
- Prospect research, update records in Salesforce, assist with monthly giving reports, annual giving reports, corporate relations projects

### Massachusetts Institute of Technology, Boston, MA

Research Assistant June, 2022 - August, 2022

- Facilitated and collected data from 50+ research participants during 50+ zoom sessions
- Examined how individuals emotionally respond to pictures of neutral to negative qualities

### Frame Gallery at Carnegie Mellon University, Pittsburgh, PA

Curator for The Advocacy Show March, 2022

- Opening exhibition and in-person conversation/discussion with artists, co-curated with another curator
- Concept: Competition versus Cooperation between art and social-power structures. How do you see your art mirroring this imbalance of power within social structures and dynamics?

### Brae Burn Country Club, Newton, MA

Waitress/Server June, 2021 - August, 2021

- Led nightly dinner service and a team of 6 waiters
- Managed the cash registers and restaurants financial accounts