



# SIMONE BOOKER-ISHAM

## EXPERIENCE

### CULTURAL PROGRAMS & EXHIBITIONS FELLOW

*Meridian International Center, Washington, DC | Sept 2020*

The Meridian Center for Cultural Diplomacy (MCCD) organizes, presents, and circulates a variety of high-profile, international exhibitions each year, sending these to museums, embassies, and cultural institutions around the United States and the world. MCCD also organizes and implements cultural exchanges for the U.S. Department of State and for foreign governments.

### ARTS MANAGEMENT FELLOW- MARKETING DEPARTMENT

*John F. Kennedy Center for the Performing Arts, Washington, DC | Sept 2019 - Apr 2020*

Successfully assisted in the development and implementation of strategies that increased brand awareness, promote customer engagement and ultimately drive web traffic and conversions for the national cultural and performing arts center.

### ADMINISTRATIVE ASSISTANT- FREELANCE

*Capital City Symphony, Washington, DC | Sept 2019 - Dec 2019*

Supported executive director with project support related to finance (donation tracking), development (donor acknowledgment and tracking) and marketing (CRM database management, social media upkeep and media outreach).

### EXECUTIVE ASSISTANT TO PRESIDENT/CEO - FREELANCE

*Brooklyn Chamber of Commerce, Brooklyn, NY | Nov 2018 - June 2019*

Managed complex calendars, facilitated communication, coordinated board related logistics, and fulfilled other executive assistant duties for CEO and senior staff.

### OFFICE ADMINISTRATOR

*Nancy Rosen Incorporated, New York, NY | Jan 2016 - Oct 2018*

Supervised all office operations in a high-volume arts consulting business. Organization of daily office, bookkeeping, maintaining client collection database, assist with curatorial research and facilitating intricate fine art installations.

### ADMINISTRATIVE/PROGRAM ASSISTANT- FREELANCE

*Art Matters Foundation, New York, NY | Sept 2015 - Dec 2015*

Supported executive director with all aspects of the grantee selection, coordinating the annual board meeting and maintaining organizational operations.

### ADMINISTRATIVE/PERSONAL ASSISTANT- FREELANCE

*New York, NY | Mar 2015 - Dec 2015*

Managed special projects for esteemed art curator, Lowery Stokes Sims. Supported with archiving of her extensive personal art and art history collection.

### ART CENTER PROGRAM COORDINATOR

*92nd Street Y, New York, NY | Sept 2014 - Oct 2015*

Served as point-of-contact for facility, students and other vendors. Oversaw art center inventory, assisted in programming decisions, and handled any office assistant responsibilities.

## CONTACT

✉ [simonebookerisham@gmail.com](mailto:simonebookerisham@gmail.com)

🌐 [linkedin.com/in/sbookerisham](https://www.linkedin.com/in/sbookerisham)

🏠 Washington, DC

## CORE QUALIFICATIONS

Adaptable & Flexible  
Bookkeeping & Budget Tracking  
Consumer Research & Analytics  
Detail Oriented  
Digital Marketing Strategist  
Interpersonal Skills  
Powerpoint Wizard  
Project Management  
Self-Motivated  
Social Media Marketing  
Teampayer  
Time Management  
Verbal & Written Communication  
Website Design & Editing



# SIMONE BOOKER-ISHAM

## COMPUTER SKILLS

Adobe Photoshop  
CRM Database Management  
Filemaker Pro  
Google Drive  
MailChimp  
Microsoft Office Suite  
PC & Mac Proficiency  
Sage Timeslips  
Social Media  
SurveyMonkey  
Spreadsheets  
Tessitura  
Quickbooks  
UX Research  
Wordpress

## ADDITIONAL EXPERIENCE

### CO-EXECUTIVE DIRECTOR

*Emerging Art Leaders Symposium, Washington, DC  
Coordinator (2019-2020), Director (2020-2021)*

### MARKETING CHAIR

*WGIRLS Inc, New York, NY  
May 2018 - June 2019*

### BRAND AMBASSADOR - ARTIST EXPERIENCE

*ARTDEX, New York, NY  
Research Intern (Aug 2014- Dec 2014), Brand Ambassador (Dec 2014-Dec 2015)*

### ART GALLERY ASSISTANT

*UNC-Wilmington, Wilmington, NC  
Jan 2013 - May 2014*

### ART DEPARTMENT INTERN

*Mary Brogan Museum of Art and Science, Tallahassee, FL  
Aug 2011 - Dec 2011*

### SPECIAL COLLECTIONS EXHIBITS INTERN

*Duke University Rubenstein Library, Durham, NC  
May 2011 - Aug 2011*

### DISNEY COLLEGE PROGRAM INTERN

*Walt Disney World, Orlando FL  
Jun 2009 - Jan 2010*

## EDUCATION

### Master of Arts in Art Management

American University, Washington, DC | Present (*Graduation: May 2021*)

### Bachelor of Arts in Studio Art

University of North Carolina - Wilmington, Wilmington, NC | 2013-2014  
Florida Agricultural & Mechanical University, Tallahassee, FL | 2008- 2012