

NINA CHOCHAN

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SUMMARY

Dedicated and highly motivated Art History graduate student at Hunter College with a diverse background in both museum education and administrative roles. Possesses a strong foundation in art historical research and a passion for fostering inclusive and engaging learning experiences. Adept at leveraging organizational and communication skills to contribute effectively in various settings.

SKILLS

Communication	<ul style="list-style-type: none">• Efficiently communicated with diverse groups such as families, professional vendors, and healthcare teams.• Collaborated with various professionals and teams to achieve common goals.
Project Management	<ul style="list-style-type: none">• Oversaw project punch lists, open items lists, and change orders to ensure project efficiency.• Led hiring processes, training programs, and staff scheduling.
Creative Thinking	<ul style="list-style-type: none">• Spearheaded engaging content for newsletters and developed educational resources for children and adults.• Contributed to the creative presentation of museum exhibitions.
Problem Solving	<ul style="list-style-type: none">• Obtained essential documents for project turnover and navigated complexities in healthcare administration.• Developed Solutions to streamline workflow processes.
Administrative Proficiency	<ul style="list-style-type: none">• Maintained meticulous record-keeping for various programs and projects.• Collaborated across departments to enhance workflow efficiency.

EDUCATION

CUNY Hunter College | New York, NY
Master of Art in Art History
Expected Graduation: 2026

Arizona State University | Tempe, AZ
Bachelor of Art in Museum Studies
Minor in Women and Gender Studies

EXPERIENCES

Education & Visitor Experience Assistant | Parrish Art Museum | Water Mill, NY | 05/2023 – 11/2023

- Created tailored learning materials for families, promoting inclusivity.
- Facilitated public programming, enhancing visitor experiences through collaboration.
- Managed the museum's Creativity Space, ensuring engaging interactions and valuable feedback.
- Organized schedules and records for educational programs, contributing to docent recruitment.
- Collaborated with the Curatorial team for the Museum's annual Student Exhibition.

Administrative Assistant | JT Magen & Co. | New York, NY | 09/2022 – 03/2023

- Established organized filing and scanning systems for ongoing construction projects.
- Collaborated with subcontractors, obtaining essential project documents for successful turnover.
- Updated and managed project lists, ensuring comprehensive project management.

Chronic Care Manager, Supervising Medical Assistant | PRINE Health | Garden City, NY | 09/2019 – 09/2022

- Collaborated with physicians to execute comprehensive care plans for chronic kidney disease patients.
- Demonstrated effective leadership in hiring, training, and procurement processes.
- Actively collaborated to enhance workflow efficiency, creating a patient-centered healthcare system.