Karen Carolin

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**EDUCATION:** JOHNS HOPKINS UNIVERSITY, Baltimore, MD

Master of Arts, Museum Studies, December 2010

LOYOLA UNIVERSITY CHICAGO, Chicago, IL

Bachelor of Science, Major: Anthropology, Minor: Fine Arts, May 1999

**PROFESSIONAL EXPERIENCE:**

FREELANCE PROOFREADER & COPY EDITOR, Göttingen, Germany

**January 2010 – Present**

* Responsible for the copyediting and proofreading specializing in ethics, cultural studies, museums, art and music.
* Thorough knowledge of Chicago Manual of Style (CMS), Modern Language Association (MLA), American Psychological Association (APA), and various house styles.
* Proficient in the understanding of various styles of page layout.
* Correspond with in-house editors regarding matters of style and format.

FRENCH NATIONAL DEPARTMENT OF EDUCATION, Creteil, France

**English Language Assistant October 2007 – July 2008**

* Instructed debutant English classes for French students ages 6-12.
* Developed concentrated instruction in pronunciation, culture and oral expression.
* Worked with 170 students in two different schools in the Seine-Saint Denis school district.

CITY OF CHICAGO DEPARTMENT OF CULTURAL AFFAIRS, Chicago, IL

**Education Programs Coordinator November 2006 – August 2007**

* Managed the project team to create the first Teacher’s Guide to the Chicago Cultural Center.
* Wrote educational materials including brochures for tourists and lesson plans for educators.
* Developed and organized free family programs at the Chicago Cultural Center and Millennium Park.
* Coordinated Art LEAD, an arts education program for students to visit the exhibitions at the Chicago Cultural Center and participant in a related hands-on workshop.
* Organized school tours of the Chicago Cultural Center and provided educational materials for the docents.

**Collaborative Programs Coordinator February 2003 – November 2006**

* Wrote and edited press releases and marketing materials for collaborative cultural programs.
* Proofread marketing materials for Chicago Office of Tourism’s cultural marketing campaigns.
* Provided support to local cultural organizations and individual artists through a variety of cultural

collaborative programs, professional development workshops and one-on-one meetings.

* Planned and organized networking opportunities to encourage the Chicago cultural community to form partnerships.
* Communicated resources, workshops and opportunities to the cultural community through a monthly email newsletter called Arts Flash.
* Managed technology resources for the Department including email services and online applications.
* Developed content for Chicago Artists Resource, an informational website for visual artists: [www.chicagoartistsresource.org](http://www.chicagoartistsresource.org) and the city of Chicago’s Arts Community Resource web pages.
* Coordinated Spotlight on Chicago, an annual two-day event for both arts educators and tourism professionals to meet representatives from over 100 arts and culture organizations (2003-2006).
* Managed and developed Creative Chicago Expo, an annual event which connected over 1500 artists and 50 art organizations to resources regarding space, business and creative practice (2004-2007)

**HIGHLIGHTS OF QUALIFICATIONS:**

* Articulate communicator who is a native English speaker and B2 Level German speaker.
* Motivated achiever who exceeds goals and has been promoted regularly.
* Highly evaluated written and oral communication skills developed through a variety of liberal arts courses and extensive relations with the community.
* Resourceful, creative problem-solver with proven aptitude to analyze and translate complex requirements into innovative solutions.

**Volunteer Experience**

* After School Matters – Interviewed aspiring teen apprentice artists for summer employment
* Arts & Business Council of Chicago – Member of the Annual Gala Committee
* Illinois Arts Alliance – Assisted at various events and programs
* Links Hall, Inc. – Front of the house services and box office sales

**conferences**

One State in the Arts Conference: Converge Connect Create, Illinois Arts Alliance, 2007

* Organized and presented at ‘The Choice to Lead’ session and facilitated a round table discussion for Emerging Arts Leaders.

**AWARDS**

* Illinois Arts Alliance Mentor Connection Service, 2007
* Americans for the Arts Convention Scholarship, 2006
* Johns Hopkins Museum Studies Scholarship, 2009

References available upon request.