

KATHERINE AHN

770-331-9067 / katherine.ahn@duke.edu

EDUCATION

DUKE UNIVERSITY, Durham, North Carolina

May 2019

- Major: Bachelor of Arts, Visual and Media Studies, Major GPA: 3.83/4.0, GPA: 3.43/4.0
- Senior Thesis: Survey exhibition on South Korean Contemporary artists' use of lines as a means of political and self-expression
- Coursework: History of Art Markets, Museum Theory and Practice, Business of Art and Media

POSITION-RELATED EXPERIENCE

Business + Operations Intern, NASHER MUSEUM OF ART, Duke University

Jan 2019-Present

- Assist in translating and preparing the annual budget to present to the Board of Advisors in April 2019
- Organize records on grants and endowments as well as coding them properly into the annual budget
- Update curatorial exhibition budget for the 2019 and 2020 fiscal year
- Maintain invoices and payments for Special Events department

Development Intern, SWISS INSTITUTE, New York

Sep 2018-Dec 2018

- Organized and managed 3+ years of data on development and 8,000+ donor relationships
- Assisted development and curatorial team with event planning and exhibition development to successfully execute exhibition openings, managing transportation of artworks, check-in, gallery space set up, and catering
- Served as lead on key development projects, such as planning an art travel experience in New York for 10 top SI donors during the 2018 SI Benefit
- Supervised interns and PR Team over check-in to ensure the needs of VIP guests and Board members at the 2018 SI Benefit, the most successful SI history
- Managed RSVP guest list of 350 top figures in the contemporary art world during the 2018 SI Benefit and exhibition openings
- Researched and compiled a list of potential invitees related to the honoree Herzog & de Meuron for the 2018 SI Benefit
- Wrote artist biographies for the 2018 SI Benefit auction catalogue

Marketing Sales Analyst, BURGER KING KOREA CO., Seoul, Republic of Korea

May 2015-Jul 2015

- Heavily assisted in managing database of daily sales on all products sold in every Burger King restaurant in the Gyeonggi Province
- Analyzed and recorded profit trends for major Burger King products utilizing main database and Microsoft Excel
- Responsible for inner office communications, including daily morning emails that consisted of a document of news articles related to the company and a record of the breakdown of sales from the day before; emails sent to everyone as well as executives
- Saw the team lacked a formal record of past profits, so pursued personal project of creating graphic visuals organizing the breakdown of monthly and yearly profits from the past 5 years to assist future planning and decision making
- Worked with supervisor in redesigning restaurant menu boards to match new company image through research on effective layouts

Finance & Administrative Director, FORM MAGAZINE, Duke University

Aug 2014-Dec 2018

- Managed all transactions within a \$9,000 budget for all magazine production expenses such as photoshoots and printing
- Organized hard logistics for photoshoots and meetings, and set deadlines on projects for all committees
- Initiated a project identifying "hidden artists," students that are not explicitly involved in the art departments but pursue personal artistic projects to be more inclusive as an organization and relate to the student body

OTHER WORK EXPERIENCE

Teacher, CAMFORD ROYAL SCHOOL, Beijing, People Republic of China

Jul 2016-Aug 2016

Associate Layout Director, THE CHRONICLE, Duke University

Aug 2015-May 2016

ADDITIONAL CAMPUS INVOLVEMENT

Teaching Assistant, STATISTICS DEPARTMENT, Duke University

Aug 2015-May 2016

Counselor, FIRST-YEAR ADVISORY COUNSELOR PROGRAM, Duke University

Jan 2015-May 2016

Mellophone, DUKE UNIVERSITY MARCHING BAND, Duke University

Aug 2014-May 2015

SKILLS & INTERESTS

- **Languages** – Korean (fluent), Chinese (conversational)
- **Technical Skills** – Microsoft Excel, Adobe Photoshop, InDesign, Tableau, OpenRefine, R
- **Interests** – certified yoga instructor, Dansaekhwa, Japanese food (Uni)