

# MICHELLE MCGAUGHEY

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studiomcgaughey@gmail.com | www.michellemcgaughey.com  
11 West Dane St. | Beverly MA 01915 | (978) 907-3149

**Education** **Montserrat College of Art -- Bachelor of Fine Arts**  
Animation and Interactive Media and Minor in Creative Writing  
Graduated with Dean's Highest Honors  
May 2014

**Skills** Creative Thinking, Problem Solving, Cost Accounting, Developing Budgets, Process Improvement, Strategic Planning and Research, Strong Verbal Communication, Customer Focus, Management Proficiency, Quality Focus.

Proficient in Mac/PC, Powerfaids and Campus Cafe, Microsoft and Adobe Suites, and video editing. Focused on Illustration, Storyboarding, Character Design, and Background Design in 2D, 3D, and stop motion animation.

**Experience** **Bursar**  
*Montserrat College of Art – July 2017 - present*  
Works with various computer systems to analyze and monitor student accounts to ensure tuition balances are paid in full and ensures accuracy of student refunds. Oversees 380 student accounts per semester. Directs collection activities including negotiating special payment arrangements with students. Addresses student questions on tuition charges, account balances, and provide superior customer service to support the retention and enrollment goals of the college.

**Student Administrative Services Coordinator**  
*Montserrat College of Art – February 2017 - July 2017*  
Achieved promotional advancement from Student Financial Services Assistant. Duties expanded to completing transcript requests, enrollment verifications and degree certifications. Assisted students with course registration, maintaining student academic records, and providing related customer service to Montserrat students, parents, faculty, and staff. Directly assisted the Bursar, Registrar, and Director of Financial Aid.

**Student Financial Services Assistant**  
*Montserrat College of Art – August 2016- February 2017.*  
Provided timely, helpful, and accurate information relative to a student's financial aid and billing status. Assisted the Bursar and Director of Financial Aid during peak periods, and gave financial counseling and superior customer service to support the retention and enrollment goals of the college.

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## **Exhibitions & Programs Assistant**

*Montserrat College of Art – November 2016 - January 2017.*

Provided administrative support to the Manager of Exhibitions and Programs leading up to one of the College's Fundraising events and afterwards. Assisted with the visiting artist programming, promotion of the gallery, supervised student workers, generated exhibition support texts, and created exhibition-related correspondence including loan agreements, contracts, and artist correspondence.

## **Team Leader and Curator**

*Atomic Cafe – February 2014- February 2017.*

Assisted in maintaining store inventory, staff schedules and training. Maintained patron satisfaction by monitoring, evaluating, and auditing food, beverage, and service offerings; initiating improvements; building relationships with preferred patrons. Curated art exhibitions in the store; overseeing installations, sales, and communications with artists/buyers.

## **Puppeteer, Animator, and Creative Consultant**

*The PuppeTree Inc. – June 2013 - January 2015.*

Performed puppet shows, taught workshops for small children, created animations, designs, and set pieces for the company's productions. Consulted and assisted on script writing, storyboards, and project planning.

## **Exhibitions**

"The Printing Press," Cabot Street Books, Beverly MA. November - December 2018.

Salem Arts Festival. June 2018

Heritage Craft Fair. March 2018 & 2019

Holiday on the Green. Topsfield, MA. December 2017 & 2018

Salem Holiday Market. Salem, MA. November 2017 & 2018

Dane Street Church Holiday Fair. Beverly, MA. November 2017.

GIV Masco Craft Fair and Festival. Boxford, MA. November 2017.

"Explorers Across Time," Atomic Cafe, Beverly MA. June 2017.

Beverly Artsfest, Beverly MA June 2017, 2018

"Sea to Shining Sea: Celebrating America's National Parks," Atomic Cafe, Beverly MA. August 2016.

## **Referrals**

Available upon request.