

MICHELLE MCGAUGHEY

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.

Focused on Illustration, Storyboarding, Children's Picture books, Character and Background Design.

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. 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 provides superior customer service to support the retention and enrollment goals of the college.

Owner and Operator of Studio McGaughey
July 2017 - present
Studio McGaughey is an art-based company that combines illustration and high-quality products such as pins, stickers, cards, and books. Manages day-to-day operations, experiments with new products, and coordinates commissioned projects. Participates in solo gallery exhibitions, dozens of local craft fairs and festivals in the North Shore, MA area, and manages an online shop.

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.

MICHELLE MCGAUGHEY

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

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.

Exhibitions & Programs Assistant

Montserrat College of Art – November 2016 - January 2017.

Provided administrative support to the Manager of Exhibitions and Programs leading for one of the College's Fundraising events. Assisted with the visiting artist program, promotion of the gallery, supervised student workers, 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.

Volunteer **Crossing Water Project Coordinator**

January 2019 - August 2019

Crossing Water was a week-long arts festival that brought together the Salem and Beverly communities by fostering creation and connection through all forms of art—visual, narrative, performance, audio, and more. Organized weekly meetings, assisted in event planning and budgetting, and worked with outside vendors to provide key services for the festival.

Referrals Available upon request.