

Claire M. Nichols  
166 Athol Ave Apt 103, Oakland CA 94606  
(949) 232-6219  
[clairenichols6@gmail.com](mailto:clairenichols6@gmail.com)

**EDUCATION:**

Santa Clara University, candidate for MA - Counseling Psychology with Emphasis in Marriage and Family Therapy Class of 2026

California College of the Arts, BFA - Painting/Drawing Class of 2019

Las Vegas Academy of the Arts High School, Visual Arts Major Class of 2015

**WORK EXPERIENCE:**

**Masterworks Fine Art, Inc. Oakland, CA, August 2019- June 2022**

Curatorial Assistant

Responsibilities Include:

- Answering, screening, and transferring phone calls
- Website maintenance
- Clerical duties (filing, data entry, creating paperwork for records and clientele)
- Organizing and overseeing shipments to clients both domestically and internationally
- Photographing and editing photographs of artwork for the website and clients in Adobe Photoshop
- Editing videos of 3-Dimensional works for the company's YouTube channel using Adobe Premiere Rush
- Personal assistance to directors as needed

**California College of the Arts Oakland, CA, May 2019- July 2019, May 2018-July 2018**

Faculty Coordinator Assistant for PreCollege program

Responsibilities Included:

- receiving and sorting deliveries
- preparing campus and classrooms for upcoming program
- worked closely with PreCollege faculty to meet their needs as educators and to help program run smoothly
- administrative tasks including developing spreadsheets, emailing, and assisting Student Coordinator

## California College of the Arts Oakland, CA, June 2018-July 2018

### PreCollege Classroom Assistant for Drawing and Painting classes

#### Responsibilities Included:

- exercising patience and empathy with students
- classroom management
- monitoring mandatory studio hours after class
- performing demonstrations of new mediums for students
- providing constructive criticism to students

#### **HONORS/AWARDS:**

Santa Clara University Merit Scholarship  
Ted Doyle Scholarship  
Creative Merit Scholarship  
Henry Sugimoto Memorial Scholarship

#### **EXHIBITIONS AND CURATORIAL WORK:**

2019 Solo Exhibition Participant , *The Space In Between*, Hubbell Street Galleries, California College of the Arts, San Francisco, CA  
2019 Group Exhibition Participant, *Holy Hell!*, Unity Spiritual Center, San Francisco, CA  
2019 Group Exhibition Curator and Participant, *Savoir Faire*, Hubbell Street Galleries, California College of the Arts, San Francisco, CA  
2021 Group Exhibition Participant, *Small Works, Great Art*, Ingleside Gallery, San Francisco, CA  
2022 Group Exhibition Participant, *Celebrating Women*, Ingleside Gallery, San Francisco, CA  
2022 Group Exhibition Participant, *Soft Times Launch*, Soft Times Gallery, San Francisco, CA

#### **ADDITIONAL SKILLS:**

- Microsoft Office
- interpersonal skills
- multi-tasking
- fast learner
- collaboration
- attention to detail
- creative problem solving
- patience and empathy
- classroom management skills
- conflict resolution
- communication skills