

Caroline Small

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EDUCATION

University of California, Santa Barbara (UCSB) B.A. in Global Studies with a Minor in Museum Studies

Santa Barbara, CA
Expected Graduation: June 2024

- Dean's Honors
- Accepted into and pursuing the Multimedia Communication track of the Professional Writing Minor Program
- Organizations: Pi Beta Phi Fraternity, Gauchos Go Green, Santa Barbara Green Business Network

EXPERIENCE

Maune Contemporary Gallery Assistant

Santa Barbara, CA
September 2022–December 2023

- Provided exemplary client service by greeting visitors and offering insights on current exhibits
- Managed gallery transactions and ensured accurate financial processing
- Facilitated logistics by coordinating artwork shipping and handling
- Collaborated with staff and Santa Barbara Arts District to organize promotional events and receptions

LEADERSHIP

Gauchos Go Green Green Certification Committee Chair-Executive Team

Santa Barbara, CA
September 2022–Present

- Supervise team of Sustainability Chairs, leading weekly meetings to manage project progress
- Finalized procedures to get 6 buildings California Green Business Certified
- Provide tailored guidance and mentorship to other homes and businesses seeking Green Certification
- Conduct monthly meetings with Santa Barbara Green Business representative and other county officials monthly for updates and feedback

Sustainability Chair/Intern

September 2021–August 2022

- Designed a timeline to complete California Green Business guidelines to get Santa Barbara buildings Green Business Certified

Pi Beta Phi Fraternity for Women Amy Burnham Onken Award Nominee

Santa Barbara, CA
February 2024

- Recognizes a member in the senior class who has best lived up to the Pi Beta Phi qualities of excellent scholarship, outstanding campus participation and community service during their collegiate career
- Winner and finalists announced in Spring 2024

Director of Membership Selection- Leadership Team

August 2022–December 2023

- Lead recruitment process efforts with the Chapter President and Alumni Advisory Committee
- Hold the Chapter accountable to recruit new members based on core values and policies
- Create and manage various Microsoft Excel sheets that require utilizing complex sorting methods
- Re-elected for a second term based on the chapter's appreciation of excellent performance in the role

Recruitment Technology Coordinator

August 2022–December 2023

- Organize Zoom meetings in the case that recruitment cannot be held in person
- Orchestrate meetings with chapter members to practice and troubleshoot any technical difficulties

AWARDS & SKILLS

Awards & Recognition: UCSB FSL Changemaker Award Nominee 2023, Philanthropic Service to Others Award (CA Zeta Pi Beta Phi) 2022, Scholastic Art & Writing Silver Medal and Gold Key Award 2020

Projects: Developing a portfolio website as a part of the Multimedia Communication Program's capstone courses; Proficient in Adobe Creative Cloud applications, Office 365, and Google Suite

Languages: Intermediate proficiency in Chinese (Mandarin), Intermediate proficiency in Spanish