

# Alejandra Nanishi Núñez Piñero

Looking for an innovative environment that provides the best opportunities to utilize my potential to the fullest to achieve the organization's goal.

## WORK EXPERIENCE

### **Museo y Centro de Estudios Humanísticos Dra. Josefina Camacho de la Nuez — Curatorial & Exhibition Design Internship**

2023 Puerto Rico. 113 completed hours.

Assisted the Director and Registrar in curatorial duties such as investigations, design of exhibitions, installations of long term and temporary exhibitions. Provided general administrative support for the Registration Department and performed basic registration and collection management tasks as needed. In addition, contributed to educational research efforts and social media content.

### **Kai: Casa de Arte y Tecnología — Instructor Assistant**

August - December 2022 Puerto Rico. 40 hrs weekly.

Support the AWS instructor by maintaining effective communication among the instructor, the active AWS class participants, Banco Popular team, and Kai management team. In charge of class logistics and attendance. Participated in class to pursue the AWS Cloud Practitioner Certification.

### **Fundación Cortés — Program Coordinator & Executive Assistant**

November 2016 - May 2022 Puerto Rico. 40 hrs weekly.

Support the planning and implementation functions of the nonprofit's educational and cultural programs. Provide assistance in social media management (Facebook, Instagram, Wix), curriculum development, Human Resources (employee management), grant writing (private grants) and administrative responsibilities (monthly and annual reports, accounting, etc.). Created the institution's emergency plan.

### **Fundación Carrusel — Art Coordinator**

June - July 2016 Puerto Rico. 30 hrs weekly.

Administered workshops centered in Art Therapy methodology along with certified psychologists to their 12 intellectual disability participating adult patients as they waited to receive equine therapy.

### **Good Life — Event Coordinator**

June 2015 - April 2016 Puerto Rico. Less than 30 hrs weekly.

Planned and coordinated the company's events. Selected adequate venues, adhered to the given budget, arranged onsite vendors and

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## SKILLS

Talking in public settings like focus groups, educational workshops, meetings and events.

Plan and organize small and medium sized fundraising and cultural events.

Detail oriented by setting up procedures to maintain high quality standards.

Proficient using Canva, ZOOM, MS Office and GSuite.

## LANGUAGES

Fully bilingual in Spanish and English. Learning French, Italian and ASL.

## REFERENCES

Available Upon Request.

## PROJECTS

**Alejandra Nanishi**  
2007-Present. Fine art artist, includes participation in national and international art exhibits (past: UK, Canada, Mexico, USA), workshops, artists collaboration, etc.  
[www.alejandranan.com](http://www.alejandranan.com)

ensured client satisfaction. Coordinated online publicity for the events of the company (Facebook, mailing list) and content planning for the company's website related to news about healthy living (mindfulness, food, and community).

### **Cacheila Academy of Arts — Assistant of Director**

January 2014 - May 2015 Puerto Rico. Less than 30 hrs weekly.

Responsible for assisting in the development and implementation of departmental plans and goals. Worked closely with the director, the artist Cacheila Soto, to coordinate daily operations, ensure compliance with regulations, manage workshops, monitor objectives, and provide comprehensive reports.

### **EDUCATION**

### **Western Colorado University — Masters of Art in Gallery and Museum Management**

August 2021 - December 2023

Comprehend legal and financial aspects of curating, preserving, and exhibiting archaeological, cultural heritage materials, and artworks. Develop skills to assess the needs of particular artworks and venues, and execute professional and thoughtful plans for exhibition design and installation with artists, registrarial and preparatory staff.

Courses taken: Curating the Past, Exhibition Principles I and II, Curatorship Principles I and II, Business Principles I and II, Provenance Research.

Course currently taking: Master's Project (Capstone).

### **Escuela de Artes Plásticas y Diseño de Puerto Rico — Bachelor of Fine Art in Painting**

Developed general foundations of the conventions of painting, as well as its modern and contemporary evolutions. Mastered the technique of drawing and painting (oil and water based). Develop a defined plastic and stylistic individuality, and work both independently and collaboratively.

### **CERTIFICATES**

### **Amazon Web Services — Cloud Practitioner**

Valid through November 2023

Foundational understanding of AWS Cloud concepts, services, billing and pricing models, security concepts and terminology, IT services and their uses on AWS Cloud. Knowledge of core AWS services and use cases and how cloud impacts a business.

### **PAST PROJECTS**

#### **Arte-Sanación 2015-2018**

Secretary and President of a student association at the School of Fine Arts and Design of Puerto Rico which brought art workshops to various vulnerable communities as a form of Art Therapy.

## **American Heart Association — *Heartsaver First Aid AED***

Valid through June 2021 until June 2023

Trainment to provide first aid, CPR, and use an automated external defibrillator (AED) in a safe, timely, and effective manner.

## **Agenda Ciudadana — *National Training Program on Citizen Competencies***

2020 - 2021

Grouping of cognitive, emotional and communicative abilities, knowledge and attitudes that together enable each citizen to act in a constructive manner in a democratic society. Skill acquired: Self-management, Social Competence, Relationship Management, Promotion of Social Well Being, Community Leadership, Transforming and Strengthening Practices for Coexistence, Conflict Management.

## **International Medical Corps — *Suicide Preventions for Organizations and Leaders***

2021

Awareness sessions focused on psychoeducation for emotional regulation, suicide prevention and crisis-coping skills, and supports referrals when higher levels of care are needed.

## **University of Virginia — *Introduction to Personal Branding***

2020

Understand both what personal branding means and what it means to inhabit a brand. Establishment on at least three social media platforms by creating a mission statement for a personal brand. Build a board of directors for a brand. Become familiar with the basics of digital security and reputation management. Create a system for on-going brand maintenance. Skills acquired: Personal branding, Social Media, Management, Brand Management.

## **Bocconi University and SDA Bocconi, Milan — *Arts and Heritage Management***

2020

Understand the coexistence of managers and curators, what it means to manage a cultural institution and what cultural managers should expect and be able to face. Provide models and tools to design and implement appropriate courses of action to satisfy customers (visitors and audiences) and build an advantage over the competition. Skills acquired: Fundraising, Customer Relationship Management (CRM), Management, Marketing.

## **International Medical Corps — *Psychological First Aid Training***

*(PFA)*

2020

Understanding of common reactions to stressful events, as well as how to listen in a supportive, empathetic way. Guidance on how to help children and adults cope with traumatic and stressful events, and more generally, when and how to refer someone to psychological professionals who are experiencing severe distress. PFA also includes self-care tips for survivors and connects survivors to basic services where they can find psychosocial support.

## **Alianza Cultural para Emergencias en Puerto Rico — *Part I and II: Pocket emergency response plan for cultural entities***

2019 - 2020

Understanding on how to utilize a concise document for recording essential information needed by staff in case of a disaster or other emergency. The PReP is meant to complement, not replace, an agency's disaster plan. It ensures that managers and staff have the most essential information with them at all times.