

CAROLINE M. LEFEVRE

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EXPERIENCE

IMAGE PERMANENCE INSTITUTE · Andrew W. Mellon Intern/Photographer

April 2010 - June 2011

- Managed development of content for *Graphics Atlas*, www.GraphicsAtlas.org
- Responsible for all imaging needed for research, newsletters, and websites
- Employed digital asset management practices to maintain large image database
- Oversaw maintenance and proper use of imaging and lighting equipment and performed software updates

INDIANA UNIVERSITY CENTER FOR SURVEY RESEARCH · Electronic Materials Processing Assistant

September 2009 - March 2010

- Responsible for processing mail surveys including data entry, mail assembly, database cleaning and other computer related tasks

CAVALIER GALLERY NANTUCKET · Gallery Associate

May - September 2009

- Participated in the sale of artworks and interfacing with clients
- Responsible for art handling, framing, shipping, and installing artworks
- Maintained artist biographies and images for over 100 artists
- Shot architectural photographs of gallery spaces used in promotional materials

INTERNATIONAL CENTER OF PHOTOGRAPHY · Teaching Assistant/Lab Assistant

June - August 2008

- Assisted Sean Justice, Ports Bishop, Jean Miele, and Christopher Giglio in various digital photography, studio lighting, and fine art inkjet printing courses
- Maintained working order of equipment in multiple digital media computer labs
- Coordinated workstation reservations and checking equipment in/out
- Collected a reserve of photographers' artist books and monographs from the ICP Library as they related to course topics

COOPER-HEWITT NATIONAL DESIGN MUSEUM · Curatorial Intern, Drawings, Prints & Graphic Design

June - August 2007

- Performed data entry and digital imaging of artworks in collection
- Wrote essay footnotes and bibliographies for *Rococo: The Continuing Curve* exhibition catalogue
- Researched artists, styles, and periods for potential curatorial projects

EDUCATION

PRATT INSTITUTE, MLS Candidate, 2013

- Concentration in Art Librarianship

INDIANA UNIVERSITY - BLOOMINGTON, 2008

- BFA Photography, BA Art History, French Minor, graduated Magna Cum Laude

SUMMER ABROAD, PARIS, FRANCE, 2006

- Coursework in: *Digital Photography, 20th Century Art*

EXTENDED LEARNING

ROCHESTER INSTITUTE OF TECHNOLOGY, 2011

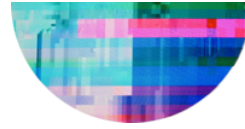
- Audited courses in: *Care of 19th Century Photographs, Printing Substrates*

UNIVERSITY OF CINCINNATI, SCHOOL OF ART, COLLEGE OF DESIGN, ARCHITECTURE, ART & PLANNING, 2011

- Attended *Nam June Paik and the Conservation of Video Sculpture* symposium

INTERNATIONAL CENTER OF PHOTOGRAPHY, 2010

- Attended two-weekend workshop in: *New York at Twilight*



SKILLS

DIGITAL IMAGING, VIDEO, & PRINTING

- Photographing works of art
- High-end imaging systems including cameras, scanners, copy stands, continuous studio lighting, strobes, and video
- Retouching, color correction, and photo-editing
- Color management practices including calibration and ICC profiling using X-Rite spectrophotometer, ColorChecker targets, and i1 software
- Familiarity with archival digital file formats and digital file preservation
- Optimizing images for the web
- Fine art inkjet printing

COMPUTER

- Mac OS X and PC
- Adobe CS5: Photoshop, Bridge, Premiere Pro, Fireworks, InDesign
- Final Cut Pro
- Microsoft Office: Word, Excel, PowerPoint
- The Museum System, ArtSystems, ArtBase, Cumulus, Access, FileMaker Pro
- Basic website design, HTML, FTP

PRESERVATION

- Knowledge in the identification, stability, and preservation of photographs, digital prints, and film

ARTISTIC

- Expertise in traditional and historical photography including large format, medium format, and 35mm film cameras, film processing, black-and-white printing, and chemical mixing
- Art handling, shipping, and receiving works of art
- Installation of photographs and paintings using various power tools

LANGUAGE

- French: reading, writing, and speaking proficiency

PERSONAL

- Polite and friendly manner
- Strong interpersonal skills
- Ability to work well with a team and independently
- Excellent organization, discipline, and multi-tasking ability

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