

CLYDE RICH

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347-500-9125

EDUCATION

Pratt Institute Class of
2020, BA Critical and
Visual Studies, Brooklyn,
NY

SKILLS

• research • illustration •
editing • proofreading •
translation • event
planning • social media
marketing • customer
service • sales

SOFTWARE

• Microsoft Word • Excel •
Google Suite • ADP •
Quickbooks • Wordpress •
Tessitura • 3E • iManage

LANGUAGES

French • English

HONORS

Pratt Institute Award in
Academic Excellence for
Innovation, Creativity and
Originality, 2020

Pratt Institute Circle
Award, 2020

EXPERIENCE

Aug 24 – current **Stein Sperling office assistant / receptionist**

- Provides front-line support by answering phones, greeting clients, and processing intakes in 3E.
- Digitizes paper client records for easy access and reference under the records project.
- Ensures timely delivery of mail throughout the firm.
- Creates a welcoming environment for both staff and clients.

Mar – Aug 24 **The Phillips Collection museum assistant**

- Proactively engaged with visitors to address inquiries and provide guidance, enhancing their overall experience in the galleries.
- Leveraged visitor data insights to identify improvements in creating a more welcoming environment.
- Communicated museum policies professionally and respectfully, fostering a positive experience for visitors.

Sep 17 – Jan 24 **Pratt Institute research and media associate**

- Developed and implemented a comprehensive publicity plan that strengthened departmental visibility.
- Managed scheduling and calendars, ensuring the smooth coordination of meetings and events.
- Spearheaded the planning and coordination of department-wide events, fostering collaboration between staff and students.

Mar 17 – May 20 **Court 16 arts & crafts lead program assistant**

- Planned and coordinated season-long craft projects for groups of 30 to 60 children, fostering creativity and sustained engagement.
- Monitored inventory levels and categorized craft activities to maintain efficient operations and resource management.
- Recruited, trained, and developed five team members who contributed to a collaborative and high-performing work environment.