

# Krystal Monique Ramirez

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## DISTINCTIVE COMPETENCIES

Donor Database Management (Bloomerang), Studio & Gallery Management, Event Coordination & Logistics, Social Media Management & Community Outreach, Research & Information Gathering, Data Entry & Records Management, Team Collaboration & Cross-Departmental Support, Website Management (WordPress, Squarespace), Email Marketing & Campaigns (Mailchimp), Project Management Tools (Monday.com, Airtable)

**Technical:** Google Workspace, Microsoft Office Suite (Excel, PowerPoint, Word), Adobe Creative Suite (Acrobat, Illustrator, Photoshop) Canva, Figma, DocuSign, FileMaker Pro, Notion, Sawyer, Eventbrite, Stamps.com

**Languages:** Spanish (Native Proficiency), English

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## PROFESSIONAL EXPERIENCE

### External Relations Assistant | Armory Center for the Arts

*Pasadena, CA | December 2022 – Present*

- Manage the Armory's donor and fundraising database, ensuring accurate tracking and timely correspondence of all donations.
- Generate detailed data reports on all donation types, providing insights to support strategic donor retention initiatives.
- Streamline internal communication between staff and board members to ensure alignment on donor-related initiatives.
- Utilize management systems to organize and track all development department activities, optimizing workflow and data accessibility.
- Relaunched Armory's membership program with new partnerships and events with local businesses, resulting in a 50% increase in membership registrations in one year.
- Plan and execute donor-related events, including annual benefit and exhibition openings, managing all logistics, event hosting, and preparatory work to ensure seamless execution and positive attendee experiences.
- Oversee the institution's social media presence, curating and managing content across platforms to engage with donors and the community.
- Generate creative content ideas and produce high-quality posts, increasing social media engagement by 25% in one year.
- Direct and mentor communications interns, ensuring the production of on-brand, impactful content that enhances the institution's online presence.

### Visitor Services Associate | Armory Center for the Arts

*Pasadena, CA | March 2022 – December 2022*

- Coordinated and supported daily operations of the studio art program, facilitating classes for children, teens, and adults, while maintaining a safe and welcoming environment.
- Collaborated with the Exhibitions team to provide gallery support, ensuring seamless visitor experiences and efficient cross-team operations.
- Assisted with cross-departmental administrative tasks, contributing to the streamlining of processes.

### Apprentice | Los Angeles Contemporary Exhibitions (LACE)

*Hollywood, CA | September 2021 – February 2022*

- Supported the Assistant Director of Programming, Chief Curator, and Executive Director with administrative tasks and logistical coordination for current and upcoming exhibitions.
- Assisted with the planning and execution of public programming, annual benefit auctions, and inventory sales.
- Maintained organized records and schedules for multiple high-priority projects.

### Curatorial Intern – Getty MUI Program | 18th Street Arts Center

*Santa Monica, CA | June 2021 – August 2021*

- Collaborated closely with the Director of Exhibition & Residency Programs on current and upcoming exhibitions, contributing to all stages from planning to exhibiting.
  - Coordinated and oversaw exhibition installation and de-installations.
  - Conducted research and assisted in the conceptualization and planning of exhibitions.
  - Organized inventory and ensured proper documentation was circulated to relevant teams and stakeholders.
  - Provided English–Spanish translation support, enhancing communication with Spanish-speaking artists and visitors.
  - Co-curated an exhibition with residency artists, contributing to the curation of works aligned with institutional goals.
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## EDUCATION, CERTIFICATIONS, and EXHIBITIONS

### Bachelor of Arts in the History of Art/Administrative Studies

University of California, Riverside (UCR) | Riverside, CA

Graduation: June 2021

Candid Learning ([learning.candid.org](https://learning.candid.org)), November – December 2023;

*Proposal Writing Bootcamp*, course certification

### *Our Stories: Revisit the Past & Reimagine Our Future,*

2021–2022. Co-curated with Joey Tong.

18th Street Arts Center, Santa Monica, CA.