

Caroline Madera

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EDUCATION

Florida International University

Miami, FL

Bachelor's Degree in Art History

Miami Dade College

Miami, FL

Dual Enrollment

New World School of the Arts

Miami, FL

High School Diploma

WORK EXPERIENCE

Florida Cultural Heritage Center

Miami, FL

Archival Assistant / Assistant to Director

Jan 2022 - Present

- Collaborated with leading cigar experts to catalog Florida's largest cigar label collection, enhancing archival accessibility, increasing catalog completeness, and facilitating improved research.
- Conducted detailed documentation of various items including books, postcards, stamps, and photographs.
- Developed and implemented several innovative template formats that streamlined archival workflow while also integrating contextual information on 19th-century colonial Cuban history to bolster collection authenticity and value.
- Employed knowledge of Dewey Decimal and Library of Congress classifications in order to refine private library organization.
- Acquired familiarity with an integrated library system to enhance intake and outtake procedures of private library as well as optimize labeling methods.
- Gained leadership experience by overseeing the onboarding of summer volunteers and assigning them relevant tasks.
- Provided center guests with private tours of our various facilities, employing my knowledge of the collections to enhance their overall experience and understanding of Cuban/Miami culture.
- Assisted the center director with outreach to adjacent organizations and field experts.
- Aided board of directors with searching for better collection management softwares.
- Managed and facilitated celebratory events for top donors of the center.

AWARDS

'Behold, Her' Exhibit

Miami, FL

Florida International University

- Interviewed by fine artist student association for magazine coverage

Young Artist Gallery

Miami, FL

Woman's Club of Coconut Grove

- Awarded best in show and merit-based scholarship totaling \$4,000

Scholastics Art & Writing

Miami, FL

Alliance for Young Artists & Writers

- Awarded two honorable mentions

SKILLS & INTERESTS

Skills: Painting and Illustration, Film and Photography, Digital Preservation, Historical Research, Collaborative Outreach, Graphic Design, Administrative Support, Clerical Experience, Fast Learner, Time Management, Computer Proficient, Microsoft Word, Microsoft Excel, Adobe Photoshop, Adobe Illustrator

Interests: English - Fluent (Spoken and Written), Spanish - Fluent (Spoken and Written)