

# Cadence Ananda Seeger

she/her

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## Work Experience

Cambridge, MA Oct 2021 – Present	<b>Department of Materials Science and Engineering</b> <b>Financial Administrator II, Massachusetts Institute of Technology</b> <ul style="list-style-type: none"><li>Perform financial activities including processing, reviewing, approving, and tracking all departmental purchases through Buy2Pay, SAP, and Quickbase.</li><li>Manage five service center laboratories and handle all billing, correspondence, and service center administration.</li><li>Design, update, and write informational content for the DMSE Finance website through Notion and HelpKit.</li><li>Create procedural documentation, videos, and step-by-step guides for internal employees and external constituents.</li></ul>
Boston, MA Aug 2020 – Sep 2021	<b>Business Services Unit</b> <b>Accounts and Projects Analyst, Boston University Libraries</b> <ul style="list-style-type: none"><li>Maintained accurate payments, record keeping, and reconciliation of library expenditures that totaled over \$8 million.</li><li>Communicated with University staff, faculty, and over 200 external vendors to guarantee the timely payment of library expenses.</li><li>Designed administrative forms in InDesign and drafted announcements in the executive voice for publication on library website.</li><li>Wrote detailed process guides and established a dictionary of financial terms that outlined each of the position's roles and tasks.</li></ul>
Boston, MA Sep 2015 – Aug 2020	<b>Howard Gotlieb Archival Research Center</b> <b>Operations and Outreach Administrator, Boston University Libraries</b> <ul style="list-style-type: none"><li>Coordinated and executed a portfolio of 10–15 Gotlieb Center events and 5–10 cohosted programs annually.</li><li>Boosted event attendance by 80% with the implementation of an increased social media presence and promotion schedule.</li><li>Received and filed confidential information on our collections, business partners, and stakeholders.</li><li>Supervised a team of five student Office Assistants and centralized the student employee onboarding process and documentation.</li></ul>
Washington, D.C. Jun – Aug 2019	<b>Lunder Conservation Center</b> <b>Events and Operations Intern, Smithsonian American Art Museum</b> <ul style="list-style-type: none"><li>Conducted personalized daily tours of the conservation center for museum visitors and student groups.</li><li>Compiled monthly expense reports for all laboratory and office purchasing.</li><li>Created budget sheets for museum outreach events, gallery talks, and art preservation lectures.</li><li>Restructured the organization and management of physical conservation laboratory inventory and digital condition report filing.</li></ul>

## Education

Boston, MA Jan 2020 – May 2021	<b>Boston University</b> <b>Graduate Certificate in Arts Management</b>
Boston, MA Sep 2015 – Jan 2019	<b>Boston University</b> <b>Bachelor of Arts in <i>History of Art and Architecture</i>, minor in <i>Arts Leadership and Administration</i></b> Honors: <i>Cum Laude</i>
Auckland, New Zealand Jul – Nov 2017	<b>University of Auckland</b> <b>Study Abroad with specialization in local indigenous art history</b>

## Skills

Operations	Google Suite, Microsoft Office Suite, Outlook, Slack, Notion, Evernote, Dropbox, Trello, Asana, Airtable, Quickbase, Figma, Adobe InDesign, Adobe Acrobat, WordPress, Eventbrite, TextExpander, Loom, FileMaker Pro, Archive Manager, The Museum System
Finance	SAP, Buy2Pay, Ariba, Cognos, Concur, Alma, Intuit QuickBooks
Languages	English (fluent), French (conversational)

## Project Management

Jan 2022 – Present	<b>Technical Writer, MIT DMSE Help Website</b> Write informational pages, record videos, and create guides in Notion on how to navigate various portals and websites used by MIT.
Nov 2019 – Aug 2020	<b>Head of Condition Reports, Fiedler Art Project</b> Designed condition report templates and training manuals. Collaborated on student orientation material and art handling guides.