Ellena Sakai

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TurningArt
Account Management Art Advisor | Nov 2024 – Present | Boston, MA

- Manage 100+ accounts annually, ensuring accurate coordination, exceptional service, and seamless artwork rotations and program renewals
- Curate rotating collections tailored to client spaces and goals, preparing detailed visual mockups and renderings, find creative problem solving techniques to keep clients engaged
- Prepare and deliver renewal offers and proposals, following internal processes to support retention and growth.
- Leverage in-house technology and catalog tools to deliver curated recommendations with accuracy and consistency.

Carnegie Museum of Art
Exhibitions & Development Intern | Jun 2023 – 2024 | Pittsburgh, PA

- Provided administrative and project management support throughout 2024-2025 short and long term exhibitions.
- Reorganized and tracked 400+ museum casework and furniture items and digitally archived 10 years of exhibition materials.
- Supported the assistant director of Advancement with gift processing, donor communications, stewardship events, and benchmarking research with peer museums.
- Supported donor relations, including gift processing, stewardship event prep, and CRM database management.

Carnegie Mellon University
Advancement Assistant | Jan - May 2023 | Pittsburgh, PA

- Generated support for the college's nationally and internationally recognized five top-ranked schools, research centers, and related programs.
- Adapted seamlessly into a fast-paced work environment.
- Conducted prospect research and managed records/data in Salesforce.
- Assisted with monthly giving reports, annual giving reports, and corporate relations projects.
- Used operational technology to streamline communication to donors and improve execution of deliverables.

Massachusetts Institute of Technology
Research Assistant | Jun - Aug 2022 | Cambridge, Massachussets

- Conducted and facilitated in-depth interviews with 50+ participants and gathered insights.
- Collected and organized data from 50+ research participants during 50+ Zoom sessions
- Assisted and guided participants through 1+ hour tasks and analyzed how individuals emotionally respond to pictures of neutral to negative qualities.

Toolkit

Salesforce / Raiser's Edge
Microsoft Suite / Office
Adobe Creative Suite
R Studio / Python
Ariba
ArcGIS
Airtable
Canva
Figma
DocuSign
Asana / Trello

Skills

Creative Breifing & Marketing Tools
Strategic and Visual Storytelling
Consumer & Shopper Insights
Effective Marketing Materials
Stakeholder Presentations
Systems Design
Project Leadership
Project Management
User Journey Mapping
Internal & External Partnership

Education

Carnegie Mellon University
Master of Arts Management | 2024 | Pittsburgh, PA

Courses: Project Management, Business Law, Negotiation, Design Thinking, Database Management, Individual/Institutional Giving, Sponsorships and Fundraising

Carnegie Mellon University
B.F.A., Minor in Business Administration | 2018 - 2022 | Pittsburgh, PA