

EDEN GRACE WONG

New York, NY | (301) 758-5339 | edengracewong@gmail.com | linkedin.com/in/edengracewong

EDUCATION

Spelman College — B.A., Economics | Minor: Art History | Magna Cum Laude

Atlanta, GA

Columbia University, School of Professional Studies — M.S., Strategic Communication (Enrolling)

New York, NY

Certificates & Training: INSIDE LVMH Certificate — Creation & Branding; Retail & Client Experience

Technical Skills: Microsoft Office Suite, Google Workspace, Nil, Raiser's Edge, STATA, Excel

RELEVANT EXPERIENCE

CANADA Gallery

New York, NY

Gallery Assistant

June 2026 – Present

- Serve as a first point of contact for collectors, artists, and visitors, answering questions on pricing, artwork, and artists, and building rapport that supports future sales conversations.
- Build and maintain contact lists of current and prospective collectors and press contacts ahead of upcoming exhibitions, supporting outreach strategy for gallery programming.
- Manage gallery records and digital archiving using Nil, the gallery's CRM platform, maintaining accurate, well-organized records across inventory and client history.
- Support invoicing and sales documentation, gaining direct exposure to the transactional side of art sales.
- Balance concurrent responsibilities across sales support, archiving, and outreach, reflecting strong multitasking and prioritization under a fast-paced schedule.

National Gallery of Art

Washington, DC

Intern, Office of Development

June 2024 – August 2024

- Advised prospective donors on philanthropic capacity and giving strategy, researching 25+ corporations and foundations and documenting findings in Raiser's Edge CRM.
- Participated in and helped facilitate a donor cultivation meeting with two individual prospects identified through independent research; both converted into recurring donors following the meeting.
- Supported an exclusive donor preview of the Paris 1874 exhibition, delivering a high-touch, consultative experience for the museum's highest-level patrons.
- Drafted donor-facing newsletters and stewardship correspondence, translating institutional priorities into clear, accessible communication for external audiences.

All Roads Travel

Atlanta, GA

Spelman College Student Brand Ambassador

August 2025 – May 2026

- Managed a high-volume pipeline of client and partner communications across concurrent brand activations, generating 500+ RSVPs and exceeding attendance targets by 66%.
- Tracked performance and budget accountability through Ramp and Tipalti, using data to inform outreach strategy across multiple simultaneous partnerships.
- Maintained consistent, professional communication across several brand relationships at once, balancing distinct partner expectations without letting any single relationship lapse.

Hirshhorn Museum and Sculpture Garden

Washington, DC

Intern, Communications & Education

June 2023 – August 2023

- Curated an outreach contact list of 50+ individuals, contributing to program attendance growth from 50 to 200+ participants.
- Worked with the heads of education and communications on digital content supporting public engagement campaigns.
- Contributed to discussions with museum directors on exhibition planning and programming strategy.

LEADERSHIP

Alpha Kappa Alpha Sorority, Inc., Mu Pi Chapter

Atlanta, GA

Economic Empowerment Chair

Fall 2023 – Present

- Sourced and secured a Sotheby's AVP as guest speaker for financial wellness programming reaching 100+ members.
- Led a 15-person committee planning large-scale events and business meetings under formal parliamentary procedure (Robert's Rules of Order), including budget oversight and VIP guest coordination.

INTERESTS

Collegiate Internships: National Gallery of Art (Development), Hirshhorn Museum (Communications & Education)

Professional Interests: Art Market Analysis, Alternative Assets, Cultural Stewardship

Hobbies: Figure Skating, Yoga, DJing

Languages: Intermediate Mandarin