

Sophia J. Throop

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EDUCATION

Williams College | Williamstown, MA Aug 2019 – June 2023
Bachelor of Arts, American Studies. Certificate in Spanish. Attended college on scholarship.
GPA: 3.71; Major-specific GPA: 3.85

University of Barcelona | Barcelona, Spain Jan – June 2022
Fully immersive education through Brown University’s Consortium for Advanced Studies Abroad.
Studied art history, art theory, colonial history, and economics in Spanish alongside native speakers.

Massachusetts College of Art and Design | Boston, MA May – July 2024
Thoroughly audited *Introduction to Experience Design* with Andrew Adamides.

WORK EXPERIENCE

Museum Attendant, Harvard Art Museums | Cambridge, MA Oct 2024 – Present

- Monitored galleries to ensure visitor safety and protect millions of dollars of museum assets.
- Educated patrons about Harvard Art Museums and the works therein during peak visitor hours.
- Utilized nuanced judgement and communication to support a positive visitor experience.

Kitchen Team Member, 3 Little Figs | Somerville, MA Jan– Oct 2024

- Performed top-quality customer service, assembly, and inventory at locally owned brunch venue, routinely fulfilling 500+ multi-step orders in a 6-hour period.

Gallery Attendant, Art Association of Oswego | Oswego, NY Aug – Sept 2023

- Volunteer position. Answered phone calls, welcomed visitors, and provided information about current and upcoming exhibitions by local artists. Supported the end-of-year art show for Oswego High School students.

Consulting Intern, Quadrant Strategies | Washington, D.C. June – Aug 2022

- Practiced daily research, consultation, scheduling, and project management as a paid intern alongside a small team of associates.
- Executed calendar management for the firm’s current Vice President of Strategy.
- Scheduled, coordinated, and reviewed 30+ interviews with policy experts, managed survey operations with 300+ respondents each week, and consolidated research into professional-grade slide decks to share with clients.

Legislative Intern, Massachusetts House of Representatives | Pittsfield, MA June – Aug 2021

- Managed both short and long-term deadlines while attending legislative hearings, generating briefings, and writing testimony on behalf of MA State Representative Tricia Farley-Bouvier.
- Created informational media about upcoming bills, including the Work and Family Mobility Act, which, since July 2023, has broadened access to transportation for Massachusetts families.

Crew Member, '62 Center for Theatre and Dance | Williamstown, MA Sept 2019 – June 2023

- Student employment at the Williams College '62 Center for Theatre and Dance Scene Shop.
- Prepared, sorted, and maintained lighting and set materials for tens of productions.
- Exercised clear and timely communication, maintained strong attention to detail, and observed correct safety protocol in a physically challenging setting. Successfully balanced work and school obligations.

SKILLS

Languages

English (fluent), Spanish (near fluent), Catalan (conversational).

Hardware

Comfortable on PC or Mac desktop computers and Mac iOS or Android OS platforms.

Software

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, etc.), Google Suite, Apple Pages, iMovie, Canva, Figma, and Adobe Creative Suite (particularly Photoshop, Illustrator, and Premiere), as well as R/RStudio and Q Professional/DisplayR data analysis software. Working knowledge of HTML and CSS, JavaScript, and Python. Great database literacy.