

Self Employed Self Employed Astoria, NY Having worked in the arts for nine years, I have managed a wide range of projects, including staging over 50 art exhibitions and large-scale special events, designing/publishing multiple books, and implementing major IT infrastructure upgrades. I approach each project with a creative mindset, and aim to complete each milestone efficiently, ahead of schedule, and under budget. Each of my roles have given me greater responsibilities, and I am now looking to switch to a new industry where I can further develop my management skills. Authorized to work in the US for any employer Work Experience Self Employed pillowtalk | fine art - New York, NY June 2015 to Present Manage events and special projects for independent artists, galleries, and institutions. Clients include the Solomon R. Guggenheim Museum, Time Equities, Inc., Buff Monster, and others. Curated and designed experiences for emerging artist Davi Leventhal, including management of a successful \$5k crowdfunding campaign, installation of two art exhibits, and display of artworks at LaGuardia Airport as part of their artist-in-residence program Digital marketing and social media support/consultation Provide ongoing art advisory services to private clients Operations Manager SculptureCenter - Long Island City, NY October 2018 to March 2019 Responsible for maintaining and updating institution s website, managing off-site office and gallery building systems, event production, and archives. Managed all information systems, networks, and databases, facility maintenance and repairs, including A/V and IT needs for exhibitions and events Handled incoming artist submissions (including an annual call for proposals), acted as artist liaison for benefit raffle and provided logistics support Designed booth layouts for art fairs, handled all logistics for the same. Office and IT Manager Park Avenue Armory September 2016 to October 2018 Maintained all office equipment, including workstations, printers, and other peripherals Assisted Facilities Director with management and administration of departmental budget, process invoices, and create expense reports Scheduling and payroll processing for maintenance staff Trained workers on proper operational procedures and explain company policies Oversaw staff of 10, including maintenance staff and one administrative assistant Managed and maintained universal and individual spam filter for all users, daily upkeep Set up new users' accounts and profiles, synced with personal devices; assisted with password updates and issues Provided

on-site support for programs, renters, and events requiring internet or phone connections Provided on-site and remote support for all staff workstations, troubleshoot problems Oversaw all IT-related purchases, including PCs, laptops, network equipment, and software Gallery Manager/Registrar Chambers Fine Art - New York, NY May 2014 to June 2015 Managed all events, including gallery openings, special receptions, and VIP dinners Communicated directly with clients and represented artists; generated invoices and tracked payments; provided logistical services to ensure delivery of artworks purchased by clients Updated and maintained company website, including company news, press archive, and public events schedule Designed advertisements (both print and digital), promotional material, and invitations; regularly updated client, press, and museum contact databases Completed art fair applications, designed 3-D layouts, created project budgets, and handled all shipping logistics Researched equipment and material needs for upcoming exhibitions, assisted with installations and oversaw art handlers Assistant to Owner Christopher Henry Gallery - New York, NY May 2013 to May 2014 Managed all events, including gallery openings and special receptions Assisted Gallery Owner with day-to-day operations Screened and kept a record of all phone calls and correspondence; acted as gatekeeper / liaison between primary and clients/artists Scheduled all client and artist phone calls, meetings, and events Generated supporting materials for exhibitions and events Oversaw the gallery's online presence and database by maintaining artist biographies, events, gallery catalogs, and upcoming exhibits on the gallery's website, listings, and social media Researched equipment and material needs for upcoming exhibitions and assisted with installations Assistant Project Coordinator Kaikai Kiki New York May 2012 to February 2013 Project coordinator for Japanese artist Takashi Murakami (provided bilingual Japanese/English support) Managed inventories (private art collection as well as gallery artists' works) Tracked the international art market by recording results of worldwide art auctions, attending international art fairs, and documenting findings in regular reports Arranged complex and detailed travel logistics; made arrangements for visas/passports, housing, meals, and ground transportation for staff, artists, clients and senior management Created budgets for multiple projects and art fairs per year; designed proposal materials, promotional material, and supporting

documents. Installed/Deinstalled artwork, created condition reports, managed installation crews during art fairs, packed artwork, and coordinated shipping arrangements Education Master's in East Asian Art Sotheby's Institute of Art - London 2010 to 2011 Bachelor's in Painting Old Dominion University - Norfolk, VA 2007 to 2010 Skills graphic design (10+ years), Microsoft Office (10+ years), Logistics, Procurement (3 years), Excel, Indesign (10+ years), Event Management (5 years) Links <http://www.annapillow.com> Additional Information Highly skilled with Microsoft Office Suite and Adobe Creative Suite Logistics/shipping management Web design (HTML/CSS) and graphic design Email marketing (Mailchimp, Constant Contact) Business-level Japanese language fluency Excellent multitasker with strong organizational skills

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