

LUZ FERNANDEZ

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EDUCATION & QUALIFICATIONS

Hampshire College, Amherst, MA – Bachelor of Arts, May 2012

Major: Fine Arts, Minor: Curatorial Studies

Strong archival skills; Extensive customer service experience

Knowledge of MS Excel, PhotoShop, InDesign, Final Cut Pro, Retail Pro, Micros POS

Bi-Lingual: English and Spanish

EXPERIENCE

Gallery Intern, Nathalie Karg Gallery, New York, NY – Present

- Assists with art handling and show installation
- Manages social media

Visual Merchandizing Liaison, American Apparel, Brooklyn, NY, 10/2014 – 12/2014

- Composed window and in-store mannequin displays; built fixtures and coordinated store-wide revamps
- Ensured merchandise was organized and up to company's visual standards at all times
- Delegated organizational tasks to sales floor staff

Lead Cashier & Sales Associate, American Apparel, Brooklyn, NY, 3/2014 – 9/2014

- Assisted customers with inquiries and purchases
- Maintained and organized merchandise daily

Artist Assistant & Studio Manager, Satch Hoyt, Berlin, Germany, 4/2013 – 9/2013

- Managed correspondence between Artist and clients
- Edited written pieces for publication
- Assisted with carving and painting

Restaurant Office Assistant, RosaCaleta, Berlin, Germany, 4/2013 – 9/2013

- Performed bookkeeping duties by tracking all financial transactions including purchases, sales, receipts, and payments
- Responsible for general maintenance of restaurant office

Library Reference Desk Assistant, Hampshire College, Amherst, MA, 9/2011 – 5/2012

- Used over 100 online databases to help patrons find research materials, use media for presentations, and navigate course websites
- Answered questions about finding, checking out, and renewing library materials
- Designed posters displayed around campus to promote various library events

Design & Office Assistant, Lucyluz Independent Business, New York, NY, 5/2011 – 9/2011

- Maintained inventory of vintage women's clothing, textiles, and trimmings
- Assisted with sewing and embroidery projects
- Managed contact with clients
- Designed invoices, business cards, and brochures; Faxed and scanned documents