

**Maryam Shitu** 240 Madison St Apt #3A, New York, NY 11216; 614-282-3997 ; [maryamshitu@gmail.com](mailto:maryamshitu@gmail.com)

## PROFESSIONAL EXPERIENCE

### **Isolated Labs – Studio of Tavares Strachan, New York, NY**

June 2017 – August 2017

Project Coordinator, (Temporary Independent Contractor)

- Monitored and managed daily studio operations including incoming and outgoing artwork shipments
- Maintained inventory of digital and physical artworks collectively valued over \$1,000,000
- Coordinated scheduling of 5 team studio to ensure constant coverage and timely delivery of projects
- Liaised with IT firm to create custom database system for managing inventory, contacts, production and administrative data
- Provided technical support during creative production processes

### **Lalire March Architects, New York, NY**

February 2017 – June 2017

Office Manager, (Temporary Independent Contractor)

- Processed payroll averaging a total of \$25,000 dollars bi-weekly for 9 architects in the firm
- Reconciled accounts payable/receivable across all departments in the firm
- Served as treasurer by maintaining accurate and updated financial records
- Supervised administration of entire firm serving as resource person for the daily needs of 11 employees.
- Maintained the position of executive assistant to the firms 2 managing partners

\* **Personal Photo Project, Kano, Nigeria** – For images visit <https://maryamshitu.myportfolio.com>

April 2016 – January 2017

### **Dietl International, New York, NY**

August 2014 – March 2016

Operations Coordinator – Gallery Services

- Coordinated and executed global transportation of high valued artworks for art galleries and private collectors, handling up to 20 shipments at a time
- Liaised with vendors including art handlers, aviation personnel, and freight movers to ensure smooth and safe transportation of artwork from source to end point
- Reduced transportation costs up to \$10,000 by managing and timing point of sales and delivery dates
- Prepared paperwork according to U.S. Customs and Border Protection (CPB) guidelines for all artworks coming in and out of the country
- Communicated extensively with vendors and merchants both domestically and abroad
- Managed projects for future works and secured appropriate funds for those projects appropriately
- Tracked deposits for every shipment to ensure payment was in line with applicable rules and regulations

\* **Noble Desktop, New York, NY** – Web Design Certificate Program

April 2014 – July 2014

### **The Armory Show, New York, NY**

February 2014 – March 2014

VIP Relations Assistant

- Served as liaison between the fair and museum cultural partners to coordinate and host events for VIP members
- Managed client inquiries and needs during the fair
- Monitored events calendar and guest lists
- Implemented office projects including, bulk mailings, messenger deliveries, control of inquiries email account and business lunches

### **Christie's, New York, NY**

October 2013 – December 2013

Photographs Department Intern – School Credit

## EDUCATION

### **Christie's Education, New York, NY**

December 2013

Master of Arts: History of Art and the Art Market – Modern and Contemporary Art

### **Ohio Wesleyan University, Delaware, OH**

May 2012

Bachelor of Arts: Economics

## SKILLS & ACTIVITIES

Microsoft Office Suite ; Adobe Creative Suite ; QuickBooks ; HTML ; CSS ; Javascript ; jQuery ; Workday; PADI Scuba Certification  
Fluent in English and Hausa, intermediate French, and beginner Arabic

Volunteer, Muslims Against Hunger

August 2017 – Present

Member, American Economic Association (AEA)

September 2012 – Present

Volunteer, Habitat for Humanity NOLA Mission Trip

April 2015 – April 2015