

Maria Pitel

Brooklyn, NY
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EDUCATION

Pratt Institute

Expected May 2027

Masters of Science in Library and Information Science

University of Massachusetts Amherst

May 2024

Bachelor of Arts in Art History; Information Technology Minor

GPA: 4.0/3.9; *Magna Cum Laude*

Honors: *William F. Field Alumni Scholar Award (2023 & 2024), UMass HFA Dean's Scholarship and Research Fund (2023), Art History Summer Enrichment Grant (2022)*

Skills: Microsoft Office Suite, G Suite, Adobe Suite, Java, Python, Articulate Rise 360, BigSIS

Languages: Native Fluency in English and Russian

RELEVANT EXPERIENCE

Executive Assistant

August 2025 - Present

Rudolf Steiner School, New York, NY

Lower School Librarian

August 2025 - Present

Rudolf Steiner School, New York, NY

Assistant to the Administrator/Project Manager

June 2024 - August 2025

Green Meadow Waldorf School, Chestnut Ridge, NY

- Provide comprehensive support for the School Administrator.
- Maintain an organized and welcoming front office environment; generate purchase orders, track student attendance, generate reports, and manage timesheets.
- Coordinate faculty and community events, travel arrangements, and childcare for conferences, while maintaining clear communication with parents and faculty.
- Provide support for report-writing; proofreading faculty reports and uploading them to SIS.
- Coordinate the hiring process; create job postings, schedule interviews, call references, and draft hire letters.
- Organize documents for grants, teaching certifications, and NYS Department of Education requirements
- Digitize and archive student work.

Substitute English as a New Language Instructor

November 2024 - Present

Green Meadow Waldorf School, Chestnut Ridge, NY

- Teach small ENL classes across grades 5, 10, 11, 12
- Provide tailored instruction to support individual student needs in grammar and writing.
- Utilize Waldorf-inspired methodologies to create an engaging and supportive learning environment.
- Foster linguistic proficiency and confidence in language use.

Office Assistant/Peer Advisor

September 2021 - May 2024

HFA Advising and Career Center, University of Massachusetts Amherst

- Answered student/faculty/parent questions by phone and in person, directing them to the appropriate department.
- Maintained a clean and organized office environment; performed light clerical work.
- Scheduled advising appointments; greeted and directed students to their appointments

- Collaborated with staff and peers to organize and facilitate orientation events for incoming students.

Instructional Design Assistant

June 2023 - May 2024

Department of History of Art and Architecture, University of Massachusetts Amherst

- Collaborated with a small team to transition introductory art history multimedia online learning modules to a new user-friendly and accessible web app for publishing courses.
- Conducted extensive image research to identify and source larger, higher-quality visuals.
- Assessed image licensing requirements and document attributions, ensuring compliance with copyright regulations and contributing to the textbook's legal integrity.
- Demonstrated proficiency in Adobe Photoshop to create intricate diagrams of artwork.
- Implemented accessibility measures by creating alternative text for all images.
- <https://umamherst-catalog.instructure.com/courses/170#>.

ADDITIONAL EXPERIENCE

Gallery Intern

Summer 2023

Marianne Boesky Gallery, New York, NY

Cataloged over 200 books in the gallery library, updated client information, and maintained the press archive.
Created artist CVs and supported day-to-day administrative tasks.

Curatorial Assistant

Fall 2022 - Spring 2023

Greenbaum Gallery, University of Massachusetts Amherst

Assisted with planning an exhibition on Islamic art scholar Walter Denny. Co-authored the exhibition catalog, prepared displays, and conducted research on carpet weaving and Denny's academic contributions. [Exhibition link](#)

Curatorial and Cataloging Intern

Fall 2022

Memorial Hall Museum, Deerfield, MA

Simultaneously managed several cataloging and exhibition projects. Reorganized over 200 artworks by accession number, identified unattributed works through local history research, and uploaded digital records to database.

Collections Management Intern

Summer 2022

University Museum of Contemporary Art, University of Massachusetts Amherst

Accessioned and cataloged prints for the museum's permanent collection. Assisted with exhibition prep and helped transport, unframe, and rehouse works during a major storage renovation.