



DOMINIQUE

ramirez

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EDUCATION

Skidmore College, Saratoga Springs, NY - May 2016

Bachelor of Science; Business Major; Arts Minor (Communication Design)

Study Abroad, American Business School, Paris, France - Fall/Winter 2014

Advanced Studies, International Marketing and Developing Luxury Brands

Université Paris-Sorbonne, Paris, France- Fall/Winter 2014

French language and literature

RELEVANT EXPERIENCE

INTERESTS

Skidmore Polo Team, elected PR manager.
Drawing, photography, fashion, design and travel.
Museum enthusiast, specifically MoMA, Whitney,
Metropolitan Museum of Art and Guggenheim.
Follow many galleries including David Zwirner Gallery,
Gagosian and Anderson Contemporary.

LANGUAGE SKILLS

Intermediate level French

COMPUTER

Proficient in CS6 2015

Adobe Photoshop

Adobe InDesign

Adobe Illustrator

Adobe Lightroom

Microsoft Office

Excel

Word

Powerpoint

PHILANTHROPY

Common Pantry

Served hot meals to families over the holidays.

New York, NY - Winter 2011-2013

Lindsey Wild Life Museum

Walnut Creek, CA - Summer 2010-2012

Cancer/Aids fundraisers in and around

New York, NY - 2009-2014

DR Design, Freelance Graphic Designer - *Fall 2015- Present*

Create logos, business cards, and posters for companies and clubs.

Project VIS, Skidmore College, Saratoga Springs- *Fall/Spring 2015*

Lab assistant and teach students and professors how to use Adobe Creative Cloud and Microsoft Office.

Conduct workshops for students and professors.

Corporate Art Directions, Intern, New York, NY - *Summer 2015*

Assistant to the President; corporate art consultant.

Purchased artwork for corporate buildings.

Assisted in coordinating an emerging artist show for the Hearst building.

Anthropologie, New York, NY - *Summer 2015*

Sales Associate.

Cleeng, Intern, Paris, France - *Summer 2014*

Assisted SVP of Sales and Business Development with foreign clients.

Created English Guideline for Customer Service team (native French speakers).

Fi:af - French Institute: Alliance Française, Intern, New York, NY - *Summer 2014*

Assistant to Manager of Development & Special Events.

Designed event invitations on Photoshop, created spreadsheets on Excel for guest lists and budgets.

Managed logistics of the volunteer program.

Maison Kayser Baker, New York, NY - *Summers 2012-2014*

Hostess.

Mayson Gallery, Intern, New York, NY - *Summers 2012-2014*

Greeted guests, answered phone calls, and updated art inventory files.

Helped launch gallery onto Facebook, Instagram, and Twitter.

Assisted with physical hanging of artwork and set-up for exhibits and events.

Ronald McDonald House, Intern, New York, NY - *Winters 2013-2014*

Fielded phone calls, organized volunteer files.

Transcribed children's written work for brochures.

Delegated donations from various organizations to various departments.

Quench Products and Bottoms Up Promotion, Intern, New York, NY - *Summer 2013*

Created Power Point presentations for international liquor companies to promote businesses in the US.

Performed duties such as fielding calls, creating excel documents and setting up event appointments.

Fly The Whale: Sea Plane, New York, NY - *Summers 2012-2013*

Assistant to President, NYC Operations.

Coordinated flight reservations for VIP clients.

Assisted with advertising options and placement in magazines and online.

LOHAS Convention, (Lifestyle of Health and Sustainability), CO - *Summer 2010*

Assistant to President of New Leaf Events and Marketing Boulder.

Provided customer service and guidelines for business owners.

Assisted President with scheduling, keynote speakers and product placement.