

EXPERIENCE

BUSINESS DEVELOPMENT MANAGER, THE PA CLUB - NEW YORK, NY MAY 2015-PRESENT

- Responsible for the growth and development of The PA Club in New York City, a network of senior level PAs and EAs based out of London.

VICE PRESIDENT, ACTLIEN - NEW YORK, NY OCTOBER 2013-JANUARY 2015

- Assisted President in all daily operations including compliance, conducting interviews, administrative support, developing ways to improve work flow and prepare for business expansion

ADMINISTRATIVE ASSISTANT, RAMPART INVESTMENT MANAGEMENT - BOSTON, MA AUGUST 2012 - OCTOBER 2013

- Provided administrative support to various departments. Responsibilities included filing, monthly accounting reports, mailing, equipment maintenance, conference arrangements, and managing all incoming correspondence
- Introduced alternate organization system to enhance team performance

SALES ASSOCIATE, MUSEUM OF FINE ARTS - BOSTON, MA SEPTEMBER - DECEMBER 2012

- Responsible for register operations, special orders, occasional merchandising, inventory and shop appearance
- Exhibited interpersonal skills and maintained a comprehensive knowledge of permanent and temporary exhibitions, in addition to museum programs and events

- Demonstrated exceptional customer service in jewelry department resulting in increased sales

CURATORIAL INTERN, UFORGE GALLERY - JAMAICA PLAIN, MA JULY 2012 - MAY 2013

- Conceptualized and installed monthly window displays that corresponded with current theme
- Curated exhibitions bi-monthly, provide administrative assistance, blogs and participate in all gallery operations

GALLERY ASSISTANT INTERN, QUIDLEY AND COMPANY - BOSTON, MA JANUARY - JUNE 2012

- Aided in the process of transformation of the new gallery space on Newbury Street i.e. collaborating innovative ideas, approaching new artists, and ensuring gallery operations run smoothly
- Performed wide range of administrative duties, presentations and developed all written materials for incoming artists

RESEARCH INTERN, ANDON ARTISTS MANAGEMENT - NEW YORK, NY JANUARY - MAY 2011

- Succeeded in discovering two new artists for the firm to manage: Sposhrock and Paul David
- Formulated ways to create and enhance the artists' image and accessibility to the public

CURATOR, SOUTHPORT GALLERIES - SOUTHPORT, CT JANUARY - MAY 2010

- Co-curated "7 Degrees" Exhibition which entailed conceptualizing the theme, acquiring the artists, designing and distributing invitations and posters, creating and submitting the press release, and overall directing event planning duties
- Featured in local newspaper and achieved recognition for most suitable artist for the exhibition

INTERN, FAIRFIELD ARTS COUNCIL - FAIRFIELD, CT JANUARY - MAY 2010

- Handled administrative tasks, mailings, data entry, gallery maintenance, marketing for future projects, grant writing, correspondence and event planning
- Appointed Head of Banner Project Committee and helped acquire over 40 sponsorships

ASSISTANT, PROARTE - NEW YORK, NY JUNE - AUGUST 2007

- Assisted art dealer with all daily operations which included: ensuring the protection and handling of the art, preparing for trade shows, and cataloguing all artwork

GALLERY ASSISTANT INTERN, BJORN RESSLE FINE ART - NEW YORK, NY MAY - JULY 2006

- Planned and publicized exhibition opening, collaborated directly with renowned contemporary artist, William Anastasi, in setting up installation, and was responsible for all gallery operations in the director's absence

EDUCATION

Fairfield University - B.A. Art History and Spanish - 2010

Florence University of the Arts - 2009

Universidad de Barcelona -2007

SKILLS

▪ Creative Writing	▪ Multi-tasking
▪ Curating	▪ Exhibition Planning and Installation
▪ Public Speaking	▪ Client Relations
▪ Research and Analysis	▪ Sales

Language Spanish - Proficient in speech, comprehension, reading and writing)

Computer Microsoft Word, Excel, Power Point, Photoshop (Mac or PC)