



Jane Doe

Artist Assistant

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Summary

Highly organized and detail-oriented Artist Assistant with 2+ years of experience in the art industry. Proven track record of successfully assisting artists with exhibitions and installations, with a strong ability to work well under pressure and manage multiple projects simultaneously.

Experience

Artist Assistant

ABC Art Gallery • New York City, NY • Jun 2022 – Present

Artist Assistant

- Assisted artists with preparing and installing exhibitions, resulting in a 25% increase in exhibition quality
- Coordinated logistics for art shipments, ensuring timely delivery and a 30% reduction in shipping costs
- Maintained a database of artist contacts and exhibition information, increasing data accuracy by 40%

Art Studio Assistant

XYZ Art Studio • Los Angeles, CA • Jan 2020 – Jun 2022

Art Studio Assistant

- Assisted artists with preparing and executing large-scale installations, resulting in a 50% increase in installation efficiency
- Coordinated social media marketing campaigns, increasing followers by 200% and engagement by 500%

Skills

Adobe Creative Suite
Art Conservation
Communication
Event Planning
Leadership
Marketing
Project Management
Time Management

Education

Bachelor of Fine Arts

New York University

New York City, NY

Sep 2018 – May 2022

Studio Art • 3.8/4.0

Certificates

Art Conservation Certificate

The Art Conservation Institute

Jun 2020

Certificate in Art Conservation

Languages

English • Native

Spanish • Fluent

Hobbies

Painting