

MELANIE BREITMAN

EXPERIENCE

Virtual Office Assistant/Website & Graphic Designer

October 2020 - Present | Self-Employed


- Providing remote office assistance with incoming and outgoing emails and phone calls; coordinating events and travel; IT support for a variety of technological issues including software support; website and social media management; content creation for newsletters and marketing; designing, proofreading and editing of books, brochures, invitations and catalogs using programs such as Adobe Photoshop, InDesign and Acrobat Pro; translating of texts from/to Spanish; assistance with shipping Amazon orders.
- Website & Graphic Design for various clients on platforms such as Wix, GoDaddy, and Squarespace, including the following services, features and integrations: Backend Account setup (emails, users, notifications, etc.); Domain and subdomain setup; Favicon Design; SEO & Google Optimizers; Social Media account links; Blog, Video and Podcast channel integrations; E-commerce store or portfolio; Image correction and reformatting; Instagram or Facebook Feeds; Newsletter signups, Contact or Custom forms; Payment integrations such as Stripe or PayPal; Embedded codes for video or audio players; ADA compliance check; Provide training on how to manage a website and its features.


Director Of Operations & Gallery Associate

July 2012 - October 2020 | Cecilia De Torres, Ltd

- Liaison between the gallery and museums, artists, press, auction houses and collectors.
- Managing the day-to-day operations of the gallery and office administration, to include accounting tasks such as invoicing and bookkeeping.
- Coordinating all projects, events and managing the gallery calendar, performing tasks such as travel arrangements for the gallery owner and director, overseeing the curation and installation of gallery exhibitions, coordinating the transport and installation of art to art fairs, other galleries or museums.
- Coordinating and implementing all digital communications and public relations, including updating the website and social media content, and designing and preparing newsletters to promote gallery exhibitions, artist's events, lectures and art fairs.
- Handling of pitch decks, art sales and consignments.
- Overseeing of art inventory, outgoing and incoming artwork logs, shipping, packing and installation fine art.
- Ordering office supplies, maintenance of gallery equipment.

CONTACT

 516-673-8360

 melaniebreitman@gmail.com

CAREER OBJECTIVE

Dedicated and adaptable professional with over 15 years of experience and proven knowledge of office operations, administrative support and customer service, with excellent communication, time management, computer and creative skills. Aiming to leverage my abilities to successfully fill the vacancy at your company. Frequently praised as hardworking, loyal and dependable by my peers, I can be relied upon to help your company achieve its goals.

SKILLS

- Ability To Multitask
- Excellent phone etiquette and customer service
- Attention to Detail
- Instinctual problem solver and analytical thinker
- Technologically savvy
- Proficient in PC and Mac Systems
- Adobe Photoshop, InDesign and Acrobat Pro Software Proficiency

- IT for all computer systems, including connectivity issues, hardware malfunctions, installing and updating computer software, setup of remote computer system, and the renewal of memberships.
- Designing and publishing of catalogs, brochures, press releases and digital mailers, including tasks of image corrections, photography, scanning of slides and reformatting of materials as needed for digital or print publications.

Artist Assistant

April 2007 - November 2011 | Blane De St. Croix Studio And Enrique Martinez Celaya Studio

- Researching and organizing digital materials for various projects.
- Preparing visual materials for project proposals and publications, while maintaining a digital photographic inventory.
- Organizing and stocking the studio with necessary art and office materials.
- Designing and printing of books and catalogs.
- Assisting in the preparation of lectures, events and exhibitions.
- Dealing with construction vendors and overseeing building reformations and construction.
- Shipping, crating, handling, packing, moving and installing fine art.

EDUCATION

Bachelor Of Fine Arts (B.F.A.) In Art History

May 2004

Florida Atlantic University

Bachelors Of Fine Arts (B.F.A) In Sculpture

May 2004

Florida Atlantic University

LANGUAGES

- **English**
Bilingual
- **Spanish**
Native

REFERENCES

References available upon request