

Evgeniya (Jane) Sheveleva

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Arts Management Summary of Qualifications

- Exhibition organization experience, including working with contracts and arranging displays of artwork
- Skilled at fundraising, organizing festive and promotional events
- Skills in PR and Social Media Marketing as well as in public speaking (Facebook, Instagram, Twitter)
- Proficient in Microsoft Office (Excel, Word, PowerPoint, Teams, Outlook); Adobe Creative Suite (Photoshop); Zoom
- Strong work ethic, quick learner, and proven attention to details
- Demonstrated interpersonal and communication skills, artistry and creative problem-solving

Education

Seattle University, Seattle, WA

MFA, Arts Leadership

currently enrolled

Bellevue College, Bellevue, WA

Arts and Sciences Transfer Degree

2022-2023

Russian State University for the Humanities (RGGU), Moscow, Russia

Master's Degree, Theory and History of Art

expected 2024

- focus on art management/ gallery business; Thesis: Event communication in museums as an element of art management

Mikhail Semyonovich Schepkin Higher Theater School (Institute), Moscow, Russia

Drama Theatre and Film Actor Additional Professional Education

2017-2018

Bachelor's Degree (with honors), Drama Theatre and Film Actor

2016

Experience

Art Exhibition Organizer

2021

Gasholder club, Moscow, Russia

- Worked with artists and visitors, arranged display of artwork, and negotiated contracts

Assistant Fundraiser

St. Sophia's Orphanage, Moscow, Russia

2020

- Organized charity events, maintaining contacts with donors and volunteers
- Worked with the database, prepared reports
- Maintained social networks; Produced promotional videos
- Recognized by employers and co-workers as highly reliable and well-organized

Event Organizer

2018 - 2021

Jerry and Merry, Moscow, Saint-Petersburg, Russia

- Provide event organization services
- Establish excellent rapport with clients by providing high quality, responsive customer service
- Solved customer problems in an effective and timely way

Theatre Actor

2018-2021

Theater and Cinema Center on Povarskaya, Moscow, Russia

- Acted on stage including tours

Theatre and Film Actor; Model

2014-2022

Various production companies; brands, Russia

- Acted in theater projects and shows, in movies and TV series
- Modeled in commercials, photo ads and participated in a fashion show
- Experienced working in a culturally diverse team

Language Skills

- Bilingual: English and Russian (native)