

contact

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917.862.0530
New York City

education

Parsons School of Design

Sept 2023 – present

AAS in Communication Design

GPA: 4.0

Columbia College, Columbia University in the City of New York

Aug 2018 – May 2022

Bachelor of Arts in Art History

Major GPA: 3.97 GPA: 3.93

Latin Honors (cum laude)

skills

Languages

Portuguese and English (fluent); Spanish, and Italian (intermediate); German and French (basic)

Software

Adobe Creative Cloud, Figma, JavaScript, HTML, CSS, Microsoft Office Suite

work experience

Executive Assistant and Researcher Sotheby's, New York Oct 2022 – Jan 2023

- Executive Assistant to the Senior Vice President, Head of Auctions of Modern and Contemporary Art; duties included liaising with clients and Sotheby's employees on his behalf, managing his schedule, preparing finance reports and valuation documents, and so on
- Designed the layout of sale proposals for collectors worldwide, working on Lucidpress
- Conceptualized and designed exclusive post-sale packages to SVP's clients
- Provided research for works sold in the Modern Day Auction in New York; wrote and revised art historical texts analyzing each work that were uploaded to Sotheby's website
- Designed the layout and provided sale-points documents for works in the Modern Day Auction which were distributed worldwide to Sotheby's employees and shared with clients

Research Assistant LGDR, New York May – Oct 2022

- Designed factsheets for 30+ high-value secondary market works on InDesign, providing cataloguing and a one- to two- page note with a formal analysis
- Conducted market research; created lists of comparable works in museum and major private collections for each consigned artwork
- Created press packages for the gallery's 30-artist roster, working in conjunction with the Artist Liaison Director and the artist's studios. Typeset all relevant press related in the gallery's design style
- Designed a new layout for artist's CVs, updating each accordingly

Artist Liaison and Sales Intern Lévy Gorvy, New York Oct 2020 – My 2022

- Lead exhibition researcher and administrator for Paulo Monteiro: Two Sides of an Empty Line; liaised with artist and his studio; was translator for artist during the installation of the exhibition in New York
- Translated and edited essays, interviews, and press on Monteiro from Portuguese to English; created an English language press package
- Worked front of house greeting patrons into the gallery and providing a first point of contact between a potential client and the sales team
- Designed and prepared 70+ factsheets, proposal packages, and other archival materials from scratch for both gallery associates and high-profile clients
- Worked on project research for the Carrie Mae Weems and Terry Adkins presentation at Frieze Masters 2021; maintained the fair runner; designed a presentation for the senior sales staff to provide background on the project

leadership & projects

Vice President Columbia Art Market Society Nov 2019 – May 2022

- Developed the logo and overall branding of the club
- Supported the co-presidents in administrative tasks such as recruitment, overall organization of the club, and management of other board members
- Contributed the planning and organization of biweekly presentations and Q&A's with prominent artworld figures, such as the head of Sotheby's Mei Moses and the chief curator at the ICA/Boston

Head of Marketing and Design Brazilian Society at Columbia Nov 2021 – Nov 2022

- Rebranded the club's social media presence, resulting in a 20% engagement increase
- Implemented a biweekly newsletter with a reach of 1500+ people
- Designed posters and other marketing materials for bi-monthly events