

Sarah Marks

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Experience

Gallery Assistant at Chicago Fine Art Salon (Chicago, IL)

- ★ May 2023 - Present
- ★ Maintain and run the gallery, assist in daily tasks and operations, and help assemble art shows.
- ★ Manage gallery website and marketing campaigns

Painting Instructor for Paint the Town LLC (San Francisco, CA)

- ★ May 2021 - 2025
- ★ Teach painting classes to groups ranging from 4 to 50, time manage arrival and set-up/breakdown of class.
- ★ Self-manage schedule, correspond with the Event Coordinator for class details.

Painting Instructor for Shot of Art (Chicago, IL)

- ★ March 2025 - 2026
- ★ Teach painting classes to groups ranging from 2 to 40
- ★ Maintain general upkeep of studio, stocking, etc.

Art Handler for Cernude Arte (Art Expo, Chicago, IL)

- ★ April 2024 and 2025
- ★ Unload the truck and assemble the gallery according to the gallery manager's map
- ★ Package and transport the remaining art back into the truck.

Art Handler for Hokin Gallery (Chicago, IL)

- ★ January 2023 - May 2023
- ★ Helped set up and take down shows, and assisted with daily maintenance of the gallery
- ★ Lead a small group of students in hanging art at gallery height

Gallery Intern for ENGAGE Projects (Chicago, IL)

- ★ August 2021- December 2021)
- ★ Assist with art openings, inventory, and art handling/organization.

Education

Columbia College Chicago (Chicago, IL)

- ★ BA in Fine Art
- ★ Minor in Illustration
- ★ Fall 2020 - May 2023
- ★ Graduated with Honors

University of Missouri (Columbia, MO)

- ★ BA in Fine Art
- ★ Attended Spring 2020

Professional Skills

- ★ Art Handling
- ★ Screen-Printing
- ★ Adobe Photoshop, Illustrator, and InDesign
- ★ Team Management
- ★ Leadership
- ★ Time Efficiency
- ★ Detail-Oriented