

# RESUME

Stephanie K. Gould  
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## EDUCATION

- 2007 BS Photography, University of Central Florida  
2005 AS Photographic Technology, Daytona State College

## EMPLOYMENT

- 2008 – 2009 **Office Manager | Assistant, Renate Aller Studio (p/t)**  
Collection management of ten-year project. Streamlined workflow and storage of digital files in addition to creating Bento templates and libraries.
- 2008 – 2009 **Intern, Bruce Silverstein Gallery (p/t)**  
General data research and management. Initiated a digitally searchable database for the gallery's collection of 1500+ publications. Aided in preparations for the Armory Show, Art Basel and AIPAD.
- 2008 – 2009 **Intern, Klompching Gallery (p/t)**  
Greeting guests and clients. Fielding phone calls and sales inquiries. Preparation of databases (including institutions, collectors and publications, both current and prospective), artist files, artworks for shipment, and management of petty-cash.
- 2005 – 2008 **Administrative Assistant, Daytona State College (f/t)**  
Assistant to the Department Coordinator. Aided in coordination of departmental events, student enrollment, payment and refund processing, faxing and filing office documents including payroll.

## ADDITIONAL EXPERIENCE

- 2010 Staff Assistant, New York Photo Festival  
2010 Fair Assistant, Pulse New York Contemporary Art Fair  
2007 Treasurer, University of Central Florida BS Photography Senior Thesis Exhibition  
Co-production of a twelve-page exhibition catalog, serving as the main liaison between print company and artists in addition to raising funds of over one thousand dollars.  
2006 Volunteer, NPPA Best of Photography Judging

## ADDITIONAL SKILLS & EXPERTISE

Proficient with both PC and Mac platforms, Adobe Creative Suite (Photoshop, Dreamweaver, Lightroom and Contribute), Microsoft Office, Artsystems, Bento, Express Digital Darkroom Assembly Edition, Epson scanners, printers and accompanying software, as well as Canon scanners, printers, photographic equipment and accompanying software. Knowledgeable in QuickBooks, InDesign, Adobe Premiere, design layout, image editing, copy writing, and reading/speaking Spanish.

## REFERENCES

Renate Aller, Visual Artist, [renatealler@gmail.com](mailto:renatealler@gmail.com)  
Bruce Silverstein, Owner, Bruce Silverstein Gallery, [bruce@brucesilverstein.com](mailto:bruce@brucesilverstein.com)  
Sam Barzilay, Festival Director, New York Photo Festival, [sam@nyphotofestival.com](mailto:sam@nyphotofestival.com)