

AMANDA URRUTIA

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Education

Texas A&M University, College Station, TX

2024

Bachelor of Science (B.S.) in Visualization

Austin Community College, Austin, TX

2022

Associates of Arts in General Studies

Gallery & Artist Experience

Felice House – Artist & Professor at Texas A&M University

Administrative Assistant, Austin, TX
04/2024 – Present

- Conducted research and data compilation of relevant artists related to professor reviewing process
- Created multi-page spread sheets for data entry, application tracking, and research statements
- Compiled list of artist call for entries across multiple platforms and locations

Texas A&M University – Wright Gallery

Gallery Assistant, College Station, TX
09/2022 – 07/2024

- Assisted in the daily operations of the gallery, ensuring a welcoming and organized environment for visitors
- Managed inventory, ordered supplies, and maintained exhibition materials
- Scheduled and coordinated monthly meetings with department leads, managers, and artists
- Assisted in correspondence related to artwork pick-ups, drop offs, and shipments via Fed-EX and UPS
- Conducted research to draft social media content and curatorial statement creation

Mary Saslow – Artist

Personal Assistant, College Station, TX
05/2024 – 07/2024

- Organization and labeling of private artist collection for upcoming exhibition(s)
- Studio and storage organization
- Photographing and editing artworks for web display and portfolio record keeping

Texas A&M University – Stark Gallery

Collections Assistant, College Station, TX
05/2023 – 05/2024

- Cataloged and photographed new and existing artworks, ensuring accurate records
- Documented artwork conditions, details, and dimensions for private and loanable collections
- Assisted in management of database updated, image linking, and data entry to maintain collection records

Additional Experience

Futaku Studios

Environment Artist, Remote Work
05/2022 – 08/2022
Junior Executive, Intern, Remote Work
08/2021 – 05/2022

- Created digital backgrounds for NFTs, animations, and children's books
- Developed mood boards for concept art and 2D animation projects

Skills

Exhibition Installation & Deinstallation
Inventory Management
Visitor Engagement
Mimsy Database Management

Google & Microsoft Suite
Graphic Design for Print & Digital Promotions