

YIRAN SUN

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EDUCATION

Pratt Institute, Brooklyn, NY
Master of Fine Arts (December 2014)
Graduated • GPA 3.7

School of the Art Institute of Chicago, Chicago, IL
Bachelor of Fine Arts (May 2011)
Graduated

RECENT WORK EXPERIENCE

Thomas Erben Gallery, New York, NY
Gallery Intern (2012 – 2013)

- Worked with Gallery Owner and Assistant on all aspects of gallery administration.
- Communicated directly with a wide range of people including artists, collectors, and visitors and drafted correspondence for the Gallery Owner.
- Sourced connections for potential sales and new artists.
- Installed exhibitions.
- Coordinated delivery for artworks and installation materials.
- Managed the gallery in the Owner's absence

Advanced Output Center (at SAIC), Chicago, IL
Equipment Lab Monitor (2009 – 2011)

- Ensured the smooth operation of lab by correcting various functional errors on a multitude of equipment, resolving disputes, opening and closing the facility.
- Created projects using laser cutters large-scale printers/scanners, fulfilled orders for CD/DVD duplication
- Managed reservations for laser cutter use and lab equipment lending program.
- Performed daily maintenance on the equipment
- Oversaw the use of equipment, lab safety, and assisted lab users in achieving their objectives.
- Handled public inquiries about equipment and general information about lab.

Xavier Nuez Photography, Chicago, IL
Artist Assistant (2009 – 2010)

- Maintained inventory tracking, mailing lists and other important contacts.
- Cut, framed and performed other final preparation of photographs for sale.
- Prepared and distributed direct mail marketing campaigns.

LANGUAGES

Fluent in Mandarin Chinese and American English.

COMPUTER SKILLS

Microsoft Office, Adobe Photoshop CS5, Adobe Illustrator CS5, Final Cut Pro X, HTML

EXHIBITIONS (group shows)

The Boiler • Pierogi Gallery, Brooklyn, NY
Archive of the Collective (11 April 2014 – 25 April 2014)

Sullivan Gallery • School Of The Art Institute of Chicago, Chicago, IL
Spring Undergraduate Exhibition (19 March 2011 – 6 April 2011)