

## SUSANNAH PARNIN

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### Education

**University of New Hampshire, Whittemore School of Business and Economics** Durham, NH  
Candidate for Master of Business Administration 2010-2011

- MBA Internship – Paul Creative Arts Center, Museum of Art – Funding Research and Grant Writing
- MBA Research Assistant – Whittemore School of Business, Dr. Carol Barnett – Leadership Theory

**North Carolina State University** Raleigh, NC  
**College of Design**, Bachelor of Art and Design, Magna Cum Laude (Major GPA: 3.9) May 2006  
**College of Humanities and Social Sciences**, Bachelor of Arts in Multidisciplinary Studies May 2006  
Political Theory and the Interpretation of Art and Literature, Magna Cum Laude (Major GPA: 3.6)

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### Experience

**Art Whino Gallery**, National Harbor, MD Oct 2007–Jun 2010  
**Gallery Director, 2008 – 2010**

- As founding director, handled all aspects of gallery's sales, financial, physical and correspondence needs.
- Planned and managed large scale, multi-city events
- Created and maintained budgets and reports
- Handled all public inquiries, secured donors, recruited and organized volunteers, and all other gallery needs.
- Led operations from start-up phase into profitable entity within two years, gallery earned Washington City Paper's "Best of DC" award for Best Gallery and Top Exhibition in second year.

**Old Town Business & Professionals Association**, Alexandria, VA 2009  
**Member, Board of Directors**

- Led initiative to revitalize the City of Alexandria's Second Thursday Art Night with a well-organized and heavily promoted gallery walk.
- Prepared and was granted approval for city grant covering marketing expenses.
- Implemented program with help of volunteers and participating locations.

**Torpedo Factory Art Center**, Alexandria, VA Aug 2006–Jan 2008  
**Target Gallery Assistant / Designer**

- Provided management assistance for non-profit international gallery hosting 10+ international exhibitions annually.
- Designed and implemented all visual gallery promotions; created advertisements for printed publications and designed new logo and branding material.
- Worked with team to conceptualize, organize, and install juried art exhibitions.
- Handled sales, correspondence with artists, collectors, and press; organized and maintained spreadsheets and databases of artists and submitted artwork

**Smithsonian Institute: Archives of American Art**, Washington, DC Jun 2006–Aug 2006  
**Intern**

- Intern for *Nanette N. Laitman Documentation Project for Craft and Decorative Arts in America*
- Proofread oral history translations and checked for accuracy in grammar and content, researched facts, and submitted work to Smithsonian historical databases.

**Fish Market Gallery**, Raleigh, NC 2003 – 2006  
**Co-Director and Manager**

- Managed non-profit gallery; Conceptualized, organized, and installed over 20 different exhibitions, oversaw all sales
  - Designed and implemented improvements to space and signage
  - Organized and maintained financial gallery sales records, budget; applied for and achieved non-profit tax status
  - Maintained correspondence with press; created and distributed all publicity; organized and hosted gallery receptions; coordinated and managed all other gallery maintenance
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### Skills

**Proficient in:** Microsoft Office (including Excel), Adobe Photoshop; Adobe InDesign; QuarkExpress

**Experience in:** Database Management; Adobe Illustrator; Dreamweaver; Adobe After Effects; Intuit Quickbooks; Grant Writing

**Knowledge of:** Printing production procedures; Website design and maintenance; Macromedia Flash; Spanish language