

PENELOPE LUNA

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127 W Live Oak st. Apt
26, San Gabriel, CA
91776

SKILLS

Excellent communicator with strong interpersonal skills. Hardworking, fast learner and dependable. Experience with Adobe suite, Microsoft office suite. Can work independently and as a part of the team.

EXPERIENCE

Server, Lasita, 727 N Broadway #120, Los Angeles, CA 90012 — August 2021- Present

Server, cashier, sales of natural wine and food

Studio Assistant, Barnett Cohen, 1329 E 3rd St. Los Angeles, CA 90033 — June-September 2021

Organized and kept studio clean, Helped prepare for Solo Exhibition in New York, cut and prepare art works.

Frontline Representative, ICA LA, 1717 7th St. Los Angeles, CA 90021 — March - July 2021

Greeting and checking in Patrons, closing and opening building, upkeep with appointment system, sales of books and merchandise.

Intern, Ochi Projects, 3301 W Washington Blvd, Los Angeles, CA 90019 — September - December 2019

Press and archiving research, assisting with opening receptions, greeting patrons, preparation with art fairs and exhibitions, working with Photoshop, Microsoft Office, Artsy and inventory system.

Intern, JOAN Gallery, 1206 Maple Avenue, suite 715, Los Angeles, CA 90015 April 2018 - April 2019

Helped organize Spring and Fall benefit in 2018 and 2019. This including working in Paddle8 for the galleries auction. Served as gallery sitter, welcomed Patrons and provided information about the show, assisted with opening receptions, note taking at board meetings, art pick up and drop offs

Intern/assistant, Ben Sanders Studio, Pasadena, California — June 2017 - July 2021

Assisted with multiple installations, 'Happy Hour Agency' Highland Park 2017, 'The Garden and the Church at Gagosian gallery in 2017, 'Louis Vuitton X' 2019, Nike LA HQ, 2020, Jumpman mural YMCA in Crenshaw in 2021

EDUCATION

Art Center College of Design — Fine Arts, Class of 2023