

## SUZANNE OSTRICH

2345 Riverview Avenue  
Montreal, Quebec  
H3S 2K2  
(514) 432-1234

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### PROFILE

- Excellent communication and interpersonal skills
- Experienced in public relations, marketing, and advertising
- Highly organized and self-motivated

### EDUCATION

**Bachelor of Fine Arts, Art History** DATE  
Concordia University, Montreal, Quebec  
*Relevant Courses:* Issues in Ethno-cultural Art, Theories of Representation  
Art & Philosophy, Historiography & Art History

**Diploma of Collegial Studies, Creative Arts** DATE  
Dawson College, Montreal, Quebec

### LANGUAGES

Fluent in English, conversational French and Italian

### EXHIBITS & CURATORIAL WORK

**Sensations** DATE  
Gallery Artstuff, Montreal, Quebec

- Exhibited hand-made paper and art books in a solo show

**Pully** DATE  
Sharon Forth Gallery, Montreal, Quebec

- Participated in exhibition of paintings by Canadian women artists in a group show
- Examined and presented post-structuralist feminist thought via geometrics

**Fibres Department Annual Show** DATE  
Gallery Yes, Montreal, Quebec

- Chaired artist selection committee
- Prepared and mailed press releases outline art and artists
- Installed displays as well as organized food and beverages

## **COMPUTER SKILLS**

**Software:** Word, Photoshop, Illustrator, QuarkXpress, Outlook, Firefox/Explorer

**Platforms:** Windows (Mac and PC environment)

## **WORK EXPERIENCE**

### **Office Assistant**

DATE

Michaelli Photographics, Montreal, Quebec

- Organized inventory while maintaining quick and efficient service
- Developed and implemented filing system for outdated slides
- Provided friendly and helpful customer service in both French and English

### **Sales Clerk**

DATE

Jacob, Montreal, Quebec

- Sold clothing and responded to customer queries
- Designed window displays
- Opened and closed cash on daily basis

## **EXTRA-CURRICULAR EXPERIENCE**

### **Editor**

DATE

Volute Magazine – Concordia University

- Served as member of the editorial board for a professional class-magazine showcasing the work of undergraduate fine art students
- Assisted in the soliciting of sponsors through letter writing

### **Member**

DATE

Recycling Club – Concordia University

- Assisted with administrative work for the organization of Earth Day community activities
- Solicited sponsors, contacted student groups, filed reports and took minutes

## **ACTIVITIES & INTERESTS**

Reading Art History Journals, Yoga, Travel, and International Cooking

**REFERENCES AND PORTFOLIO PROVIDED UPON REQUEST**