

# lauren freedman

## OBJECTIVES

Organized and creative  
Administrative Assistant seeking  
to support leadership at the  
intersection of art and media.  
Eager to contribute to an  
artistic community while gaining  
hands-on experience in design,  
strategy, and creative direction.

## SKILLS AND ABILITIES

- Graphic design
- Adobe Illustrator and Photoshop
- Google Suite, Microsoft Suite
- CRM systems (Hubspot, FileMaker)
- Professional writing
- Executive assistance, office management, bookkeeping

## EDUCATION

**Vassar College '24**  
BA in Media Studies  
- Specialized in Contemporary  
Visual Media  
- Minor in Studio Art  
**Immaculate Heart High School**  
'20

## ADDITIONAL EXPERIENCE

Student Fellow (RA) - *Vassar College*  
Design Editor - *The Vassar Student Review*  
Usher - *The Hollywood Bowl*  
Camp Counselor - *Camp Galileo*  
Personal Assistant - *Framm Design*

## CONTACT INFO



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## SELECTED WORK EXPERIENCE

### ADMINISTRATIVE & EDITORIAL ASSISTANT

**Edward Goldman, NPR & Huff Post Art Critic**  
Emeritus | July 2024 - January 2026

- Collaborated in writing, editing, and publishing *Art Matters*, a prominent arts and culture newsletter by Art Critic Edward Goldman.
- Provide comprehensive administrative support, including bookkeeping, contact management, and office operations.
- Coordinated classes through acting as a liaison between galleries, museums, and artists in order to organize a seminar providing exclusive access to the LA art world.

### GALLERY ASSISTANT

**MASH Gallery | October 2025 - Present**

- Supported gallery operations by organizing materials, maintaining records, and coordinating with artists and visitors to ensure smooth daily functioning of exhibitions.
- Assisted with installation, events, and public programming, managing logistics and creating marketing emails distributed to 15,000+ recipients.

### FREELANCE ARTISAN & GRAPHIC DESIGNER

**1234LAUREN1234 | May 2022 - Present**

- Coordinated creative projects and promotional campaigns for live arts and entertainment at Vassar College, scheduling meetings, tracking timelines, and liaising with collaborators to keep projects on schedule.
- Developed and promoted a personal art brand, generating \$7,000+ in sales through strategic social media marketing and partnerships with independent designers.
- Produced visual materials and event graphics for organizations including Vassar College and the LA Derby Dolls, ensuring consistent and compelling public presentation.

### EXECUTIVE MARKETING INTERN

**Eugenia Grace | August 2023 - May 2024**

- Supported a pre-launch startup by documenting strategic meetings, managing contacts in HubSpot, and participating in investor outreach.
- Created pitch and branding decks and provided input on visual branding and marketing strategy.