

JANET BRUESSELBACH

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(310) 617-3366

Artist, designer, editor, & project manager with history in publishing, gallery, retail, & delivery, seeking opportunities in public service, science, technology, education, & as required.

EMPLOYMENT HISTORY

Primary

- 2002- INDEPENDENT FINE ARTIST **Self**
Maintain brand, contacts, website, and funding
Organized multiple solo exhibitions in NYC
Correspond with vendors, collaborators, and clients
- 2016- TASKER **Taskrabit.com**
Diverse jobs including packing, sorting, shipping, & office organization, delivery, painting, design, shopping, event staffing, furniture assembly, moving help, & electrical installation
- 2016- COURIER **Self**
Food delivery by bicycle and car for contractors such as
Doordash, Caviar, Uber & Postmates, and service **Breakaway Courier**
- 2015-2016 DELIVERY ASSOCIATE **Maple**
196 Stanton St. New York, NY 10002
Consistently a top ten performer in meals delivered by bicycle per shift
Used innovative proprietary application to navigate to locations in lower Manhattan
Chosen as marketing outreach for innovative, vertically integrated company
- 2012-2016 MANAGER **St. Mark's Bookshop**
Owner Terence McCoy, 136 East 3rd Street, New York, NY 10003
teringmcc@mindspring.com (212) 353-8259
August 2015- February 2016: **Consignment & Cards Manager**
Reviewed submissions and maintained working relationships with book & card vendors.
Ran crowdfunding campaigns - raised \$60k+. Adapted business for small staff and limited resources.
June 2013–December 2014: **Marketing/Web Liaison**
Assembled lists of weekly best sellers & new arrivals, promote on social media.
Created product listings on ABA site and in Wordstock,
Drupal, html, css, Wordstock, Microsoft, Facebook, Twitter, Google, Constant Contact.
Organized, scheduled and promoted events.
- 2006-2011 BOOKSELLER **Shakespeare & Co.**
716 Broadway, New York, NY
Ran register, handled cash, ordered books, provided excellent customer service.
Prepared books for shipping, synced online sales information with point of sale database.

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Educational / Volunteer

- 2018- ORGANIZER **Reclaim Pride Coalition, Emergency Release Fund**
reclaimpridenyc.org emergencyreleasefund.com
Coordinated volunteers and other logistics for activist organization.
Manage smart phone gifting program in expansion of LGBTQ+ oriented bail fund.
- 2013-2014 DESIGNER **Seven Stories Press**, 140 Watts St, New York, NY 10013
Art Director Stewart Cauley, stewart.cauley@gmail.com
Composed covers, finals, mechanicals in InDesign, typeset interiors,
sourced images, created gifs, banners, and web ads, designed print ads and fliers.
- 2009-2012 GALLERY MANAGER **A Gathering of the Tribes Gallery**
Executive Director Steve Cannon 285 E 3rd St. New York, NY 10009
(now Chavisa Woods) www.tribes.org
Edited art for literary magazine. Performed office and as-needed work for executive director.
Selected artists, maintained and ran salon-style exhibition and event space.
Organized, scheduled, researched, curated, designed and promoted group and solo shows.
Unpacked, installed, handled and labeled artwork. Carpentry, electrical, and interior maintenance.
- 2012 TEACHING ASSISTANT **New York Academy of Art**

Temporary

- 2010 & 2020 ENUMERATOR **U.S. Census Bureau Non-Response Follow-Up**
Worked within own neighborhood pursuing demographic interviews door to door.
Also worked on harder cases later in the process, chosen for special help in other NYC areas.
- 2006-2020 CLERK, INSPECTOR **Queens Board of Elections** (718) 730-6730

EDUCATION

- 2007-2009 MASTER OF FINE ARTS in **Painting**
New York Academy of Art 111 Franklin St., New York, NY 10013 nyaa.edu
Studied with Catherine Howe, Nicola Verlato, Will Cotton, John Jacobsmeyer & Kurt Kauper
- 2002-2006 BACHELOR OF FINE ARTS in **Illustration & Concentration in History**
Rhode Island School of Design (RISD) 2 College St. Providence, RI GPA: 3.7
- 1999-2002 **Crossroads School for the Arts and Sciences**
21st St. Santa Monica, CA. (310) 829-7391
Art Major. AP Honors. GSA President. Great Books Award. GPA: 3.8 SAT: 720V 710M

SKILLS

Adobe CS, Microsoft Office, Google Docs, html, css * Graphic & web design, print production, typography
Representational painting, drawing, anatomy, realism, portraiture * Instruction in art media and critical theory
Gallery administration, curation, and maintenance * Communication, writing, editing, copy editing, social media
Retail, customer service, register, merchandising, data entry * Logistics inventory, transport, storage, handling
EMT-B certified (NY & National 2013), action medic, First Aid & CPR instructor (AHA 2019)