

## Michelle Scourtos

### C&H Kitchens (currently employed as an Office Assistant)

150 South Macquesten Pkywy Mount Vernon, N.Y. 10550

May 2010 – Sept 2011

- Conceived of scanning system of invoices to create a virtual data base of invoices, payments, shipping tickets, etc.
- If the main person in charge of doing this were unavailable, I could create rudimentary layouts using 20/20 design from field drawing to forward to the person in charge of the CAD/C&C Machine for production of kitchen parts.
- Created Price lists, using Microsoft Excel, for a new line of doors to be manufactured, sold, and installed by the company.
- Created a presentation comparing the company's full kitchen installations completed in tandem with granite and /or banjo top installations or on their own. This presentation was completed with a Venn Diagram executed in Adobe Photoshop to display the information in conjunction with a Microsoft Excel tri-column spreadsheet.
- Created invoices using QuickBooks for partial kitchen repairs, full kitchen installations, granite countertop, and banjo top installation.
- Created estimates using QuickBooks for partial kitchen repairs, full kitchen installations, granite countertop, and banjo top installation.
- Created Cabinet/Spec Sheet/Drawer order forms using Microsoft Excel to facilitate the companies manufacturing endeavors.
- Kept track of damaged and healthy door inventory during times of heavy production when shipments came in on inadequately packed skids.
- Created a logo using Adobe Photoshop to incorporate the KCMAA certification recently earned by the company with it's operational information to be displayed on it's letterhead, in email signatures, and on invoices, estimates, and other official documents.

### The Brooklyn Rail (Intern)

99 Commercial Street # 32 Brooklyn, N.Y. Intermittently between January 2008 & August 2010

- Transcribed interviews
- Copy Edited interviews, reviews, and fiction.

### WNYC.ORG (Intern)

160 Varick St, Manhattan NY for the month of November 2009.

- Controlled the twitter lists for WNYC. Gathered twitter accounts related to art, music, and film for the "WNYCculture" twitter account.
- Gathered photographers from various flickr groups for the "NY Moments" section of the site.
- Compiled a list of music photographers and obtained written consent in order for WNYC to use their images via the Internet.

### Like the Spice (Gallery Assistant/Intern)

Gallery in Williamsburg, NY 11211 from September 2006 through May 2007.

- Largely responsible for installing exhibitions.
- Assisted the Gallerist with managing the space.
- Created an itinerary for the Gallerist for her first trip to Art Basel/Miami and was responsible for the Gallery while she was gone
- Developed and researched exhibitions in order to effectively communicate with patrons, collectors, and press.

### Fisher Center for the Performing Arts (Box Office Salesperson & Tour Guide)

Bard College, Annandale - on - Hudson NY from June through August of 2004 & 2005.

- Conducted tours of the Theater
- Answered multi-line phone system selling, exchanging, and reissuing tickets using Ovation ticketing software in a high paced environment while remaining friendly and efficient.
- Served as the personal lunch chef for Peter Schneider during the summer of 2005 in addition to box office duties.

### Hunt Oil Company Graphics Intern

Summer of 2002

- Catalogued graphics for the company.
- Assisted in the use of the printing press.

### Women for Afghan Women – Midtown, NY (Summer Assistant/Intern under Masuda Sultan and Manizha Naderi)

The organization has moved to Queens. I worked from July 2003 to August 2003 & from June 2002 through August 2002.

- Traveled to Afghanistan** to assist the program director of the organization, Masuda Sultan, in preparation of their annual women's conference which involved coordinating women from each Province of Afghanistan to convene and draft a bill of Women's Rights for the Afghan Constitution.

### Education

Riverdale Country School - 1992-2002, for late Elementary, Middle, and High school

Bard College - BFA Philosophy

Pratt Institute – MFA Fine Arts, Painting [Installation]

Attended Investment Banking Institute's 8-session program on company valuation taking place on Saturdays and Sundays during July and August of 2011

Video Editing experience Summer of 2009:

"Up Heart Break Hill" Director – Erica Sharf

Transcribed footage for documentary

"Monogamy" Director – Dana Shapiro

Edited mini scenes for the director, grouped clips to be cut, converted clips for use

"American Bollywood" Director – Laurie Gwen Shapiro

Edited 40 hours of footage into a 10-minute trailer for the director: <http://vimeo.com/18723022>

**Proficient in following programs:**

Microsoft Word, Excel, and Powerpoint, Adobe Photoshop, Final Cut video editing software (decent with audio as well)