

Arlene Guevara

929-613-3122 • arlenejguevara@gmail.com

Education

Tufts University, School of the Museum of Arts
Bachelors of Fine Arts in **Studio Art**

Boston, Massachusetts
Graduated May 2025

Tufts University, School of Arts and Sciences
Bachelors of Arts in **English**

Medford, Massachusetts
Graduated May 2025

Work Experience

Center for Book Arts

Summer BAR Fellow

New York, NY
July 2025 – Present

- Overseeing copyediting, design and print of publication
- Market research and outreach coordinator
- Assisting incoming visitors to acclimate to the space with in person tours and front facing customer service stand.

SMFA Office of Student Affairs

Student Affairs Assistant

Boston, MA
October 2021 – May 2025

- Providing administrative and programming support to the SMFA Student Affairs Team.
- Operating SMFA Student Affairs Windows: opening and closing window, assisting incoming students, guiding guests, sales of school merchandise, organizing and creating social media and community event promotion, facilitating community events, providing essentials to students and administrative staff.
- Assisting in Review Boards, semesterly portfolio reviews for all full time students at the SMFA.

Tufts Office of Residential Life

Residential Assistant

Medford, MA
August 2021 – May 2025

- Live-in, part-time, student employee in residence halls, allocated with cohorts of 30-40 students.
- Stewarding community development and student learning through self-organized community events.
- Providing incident response through on-duty coverage.
- On hand resources for students, trained on various services and communities in the Tufts community.

School of the Museum of Fine Arts

Assistant in Classroom

Boston, MA
September 2024 – December 2024

- Support classroom instructors in the set up and preparation for in-class demonstrations
- Provide technical assistance to students throughout the class period.
- Maintain a clean and functional studio while ensuring safe and proper use of all materials and equipment.
- Actively participate in class critiques and help facilitate in-class communication between students and faculty.

Center for Book Arts

Visitor Services/Bookshop Assistant

New York, NY
July 2023 – August 2023

- Greet individuals and groups visiting the space and track visitation data
- Facilitate sales of bookshop items and studio times through POS systems.
- Organize company files across different software.
- Update company website and online storefront.

Barnes & Noble

Bookseller

Boston, MA
October 2021 – March 2022

- Create a welcoming environment for customers.
- Facilitate sales of bookshop items at cashier front, work on the selling floor, and in Café when needed.
- Provide informational services at Customer Services.
- Creating displays and ensuring the bookstore is always shoppable and inviting.

The Children's Place

Sales Associate

New York NY - Boston, MA (transfer)
April 2020 – July 2021

- Model and maintain excellent customer service with effective communication, product knowledge, and appropriate selling techniques.
- Maintain company standards of all merchandise presentation, replenishment, and sizing while maintaining a new and clean store and backroom.
- Take charge of sales through the company POS system and promote the store's credit line to customers.

Skills

- Fluent in Spanish
- Adobe Creative Cloud — Proficient in InDesign, Photoshop, After Effects & Premiere
- Microsoft Office — Word, PowerPoint, Excel, & Outlook