

# Ryan Olano

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## Education

### Fashion Institute of Technology (Manhattan, New York)

*Bachelors of Science (BS) Cum Laude, Visual Arts Management*

*Associates of Applied Science (AAS) Cum Laude, Display & Exhibition Design*

08/04 – 05/08

05/08

12/06

## Experience

### Tekserve (Manhattan, NY)

*Apple Sales Professional*

Facilitated customers' needs pertaining to Apple computers & iPods.  
Answered customers' inquiries on various software and printing needs.  
Created and conducted seminars on InDesign CS4 for the public.  
Diagnosed customers' malfunctioning iPods and iPhones for repair.  
Merchandised and styled floor displays and cases with featured products.  
Directed customers to correct department and appointed meetings with specialists.  
Coordinated and audited the Saturday lunch orders for employees.

11/07 – 11/09

### Josée Bienvenu Gallery (Manhattan, NY)

*Assistant to Asst. Gallery Director*

Assisted in designing internal and external gallery communication graphics.  
Rendered images based on artists' concept for art fair proposal.  
Created price lists of current works and inventory sheets of works on exhibit.  
Designed and printed new page layouts for gallery's artist books.  
Assisted Director with writing and designing PR releases on shows and art fairs.  
Maintained correspondence and contact info with clients and visitors via e-mail.  
Photographed works and touched-up in Photoshop for e-mails to interested buyers.  
Supported the gallery's IT needs pertaining to Macintosh computers.

01/08 – 05/08

### Max & Chloe, Inc. (Manhattan, NY)

*Office Assistant*

Facilitated customers' concerns via e-mail and phone about orders.  
Prepared customer invoices & orders for outgoing and received incoming shipments.  
Prepared and arranged delivery of merchandise samples to fashion publications.  
Corresponded with designers for merchandise shipments and custom orders.  
Assisted PR dept. with correspondence to designers, fashion publications and blogs.  
Created various line sheets for PR dept. to send fashion publications.  
Reformatted clippings from publications and uploaded onto Press Section of Website.  
Organized and maintained merchandise, supplies, and delivery & loan records.

04/07 - 11/07

### Edward Buroughs Consulting (South Salem, NY)

*Personal Assistant*

Coordinated and confirmed monthly calendar and travelling arrangements.  
Conducted preliminary research and prepared findings prior to review or interview.  
Organized and filed receipts for expenses; scheduled online billing payments.  
Replied to correspondences and inquiries via e-mail, phone and mail.  
Updated personal database of contacts; archived, organized and filed all writings and reviews.  
Ran personal shopping and errands as requested.

8/04 – 9/07

### Ultimate Engraving (West Nyack, NY)

*Office Assistant*

Performed all basic administrative duties pertaining to Trophies Dept.  
Responsible for customer service elements, including orders, sales and payment.  
Redesigned and organized store and stockroom, as well as company website.  
Operated engraving machines and built trophies to order.

5/04 – 8/04

## Special Projects

### "Power of Paint" Senior Exhibition (Manhattan, NY)

*Project Leader/ Graphic Designer*

Designed the display console including graphics and labels.  
Responsible for Culture section's organization, schedule, production and maintenance.  
Conducted research pertaining to paint in North and South American culture.  
Participated in group proposal & submission for exhibition's design.

01/06 - 05/06

## Skills

Excellent knowledge of Illustrator, InDesign & Photoshop (CS4)  
Microsoft Office including Word, Excel, PowerPoint, and Entourage/Outlook; type 40 wpm  
Understanding of FilemakerPro 9; Quark Xpress; basic HTML; Dreamweaver, Fireworks, and Flash (CS4)  
Excellent written & verbal communications and presentations design  
Display purpose drafting & rendering and model making  
Mannequin & props styling and striking  
SLR & digital photography