



MARIA IRENE BONFANTI

GALLERY ASSISTANT

PERSONAL PROFILE

I am interested in the art market
I am an ambitious, and determined person motivated by the continuous desire to improve and develop my skills.
I love being challenged by new opportunities, and of course, I am an art lover

CONTACT

Mobile +39 3661152788
Email: mariairene.bonfanti01@icatt.it
Born: 13/04/1997
Via Soncino 1, Milano

LANGUAGES

English and Italian. bilingual proficiency
Spanish: full professional proficiency

MISCELLANEOUS

IT Skills : Microsoft office
Photoshop
Canva

EDUCATION

Università Cattolica del Sacro Cuore, Milano – Italy
Jan 2020 – Dec 2020
Master in Arts Management

Graduated:31/31

(1-year professionalizing program; entirely taught in English).
Courses: History of Visual and Performing Arts, Visual and Performing Arts System, Art Market, Strategy in the Arts, Fundraising, Marketing, and Digital Marketing, Human Resources Management and Leadership, Digital in the Arts, Law & the Arts, Cultural Policy.

John Cabot University, Rome- Italy

Jan 2017 – Dec 2019
BA in Art History Minor in Business Administration

Graduated:98/100 Cumulative GPA: 3.4/4

Main courses: Visual Art Culture of Modern and Contemporary Art History, Issues and Trends in Contemporary Art, Art History and Law, Business Communication, Social Network and Media Management, Computer Office Application and Web Design.

American University of Paris

Sep-Dec 2018
Student exchange program
Intensive study of the Art Market, Management of Galleries-Auction Houses-Museums

PROFESSIONAL EXPERIENCE

Dep Art Gallery- Current Gallery assistant

Managing art fairs organization

Responsible for **social media**- working on Instagram, Pinterest, LinkedIn, Facebook, YouTube
Responsible for uploading artwork on databases such as **Artprice, Artsy, Koones, and Artland**

Responsible for admin tasks such as **updating gallery contacts** and assist **Gallery Manager and Production**
Assistant with **shipping forms** and **deliveries**.

Bonhams, Milan, Sep 2020-Jan 2021 Administrator-intern

Support in implementing interest **customer's database**, for accurate and focused **correspondence**

Support **management of logistics and shipping** issues: insert requests to Sistema informativo degli Uffici Esportazione” ,

Pre and post-sales administration:

- manage and keep track of consignment from start to finish.
- manage contracts, track receipts.
- ensure catalog data is accurate and recorded in a timely manner

Coordinate post-sale process:

- Manage post-auction sales, account adjustments
- . -Manage department inventory: process non-salable property in a timely manner

Christie's Post War Department, London, UK Intern

Writing catalogue notes, research, helping to set up V.I.P exhibition before the July auction period.

Mazzoleni Art Gallery, London, UK Intern

Maintaining the daily operations of the gallery, facilitating art sales, working on Pistoletto's exhibition, and on Masterpiece.