BUILDING YOUR RESUME

TOOLS AND TIPS FOR CREATING THE BEST RESUME

WHAT IS A RESUME?

- A summary of your abilities and accomplishments
- An outline of your education, experience, skills, personal attributes and other background information
- A demonstration of your qualifications for the type of position and employment you are seeking
- Your opportunity to stand out from other applicants - remember, the resume gets you the interview, the interview gets you the job!
- A standard statement of who you are in writing

Resumes can also be called an Artist Resume or Curriculum Vitae (CV). They are each used in different circumstances, which we'll outline below.

TYPES OF RESUMES

It is important to always have one master resume for your personal files that is a record of all of your current and past experiences and accomplishments. This master resume should never be used for any official position, but kept more as a record for yourself.

The key to developing an outstanding resume is to tailor it to suit the specific position or opportunity for which you are applying. Choose carefully among the experiences you have, including those that match the qualifications listed and leaving out experiences that are unrelated.

PROFESSIONAL RESUME (EMPLOYMENT AND INTERNSHIP SEARCH)

Length: 1-2 pages, recommended 1 page if still in school
Format: Start at the top with your name and contact information in a larger type face. Choose fonts and sizing wisely, as this will become your brand that carries from your resume to your cover letter and artist statement. Stick to fonts that are clean, and not distracting or hard to read.
Includes: Name and Contact Information, Education, Professional Experience with job description and duties, Skills, Exhibitions (optional), Awards, Honors, etc. Each section below your name should be **listed in reverse chronological order**, with the most recent experience first. The professional resume is designed to highlight skills and work experience, so it is more descriptive than an artist resume for galleries.

ARTIST RESUME (FOR GALLERIES AND COMPETITIONS)

Length: 1-2 pages, depending on stage of career and content
Format: Follows the format of the Professional Resume, but not as descriptive.
Includes: Name and Contact Information, Education, Exhibitions (Solo, Group), Performances, Bibliography (Articles or Reviews about you), Publications/Reviews by Artist, Collections, Awards, Commissions, Residencies, Fellowships, Grants, Competitions, Lectures, Exhibitions Curated, Affiliations, Memberships, Independent/Volunteer Activities, Experience (only art related with minimal descriptions). Similar to Teaching CV, but shorter. (see Teaching CV below)

ARTIST BIOGRAPHY

Length: 1-2 paragraphs
Format: Written in third person
Includes: A narrative version of your resume (artist or job type)

TEACHING CV

The Latin name for resume, Curriculum Vitae, is used most often in academic contexts
Length: Usually longer than a resume, short versions 2-3 pages, long versions for advanced professionals may be 4 or more pages
Format: Follows the format of the Professional Resume, but not as descriptive.
Includes: Name and Contact Information, Education, Teaching Experience, Related Experience, Skills, Exhibitions (Solo, Group), Performances, Bibliography (Articles or Reviews about you), Publications/Reviews by Artist, Collections, Awards, Commissions, Residencies, Fellowships, Grants, Competitions, Lectures, Exhibitions Curated, Affiliations, Memberships, Independent/Volunteer Projects.

BUILDING YOUR RESUME

TOOLS AND TIPS FOR CREATING THE BEST RESUME

HOW TO BUILD YOUR RESUME

1. Use the following worksheet to start building your resume. Omit/make additional headings depending on the resume's purpose.

2. Transfer the information from this worksheet to a computer. We do not recommend using templates.

3. Create a resume layout using these basic guidelines:

- **Create a hierarchy and structure with your layout.**
Use bold or larger typefaces to distinguish headings and put those sections of the resume that are most critical for the employer to read at the top. Potential employers will likely spend an average of 10 seconds on your resume, so make sure any relevant skills or experience are easy to spot!
- **Consider your audience when formatting your content and layout.**
For example, if you are applying for a skills based position, put your skills section near the top of the resume.
- **Choose a style and format for listing employers, titles, dates and locations and stay consistent throughout the document.**
This helps the employer locate information quickly and simply. Use font size, capitals, bold, italics and bullets to categorize, but don't overdo it!
- **Use action verbs to describe your experiences**
Avoid using the same verb twice. See the helpful list of action verbs later in this document as a good place to start.
- **Organize your responsibilities under each position in order of importance**.
Use past tense for jobs which you are no longer working.
- **Avoid writing your resume as a narrative**.
Do not use the pronoun "I" when listing your responsibilities.
- **Be specific with your information and include numbers and dates whenever possible.**
You do not need to include months with years unless a position was held during one year for less than six months.
- **Proofread and edit your materials several times to eliminate all errors.**
- **Once your resume is perfected, save a copy as an Adobe PDF file to capture all fonts and retain formatting.**
When submitting a resume electronically or posting it on your website, always use the PDF version unless instructed otherwise. ALWAYS follow the employer's application instructions.
- **When printing your resume, coordinate the paper to match the envelope used and be sure to use a high quality laser printer.**
- **Use color sparingly in your resume, if at all.**
Make a black and white photocopy to ensure it is readable after copying. It is safe to assume your resume will likely always be viewed as a photocopy by an employer.

4. **ALWAYS** have someone proofread your resume before you send it out!
- Bring your resume into Career Development for revision. The Career Center staff can give you advice and tips to improve your materials.

REFERENCES

Do not include names and contact information of your references on your resume. You only need to include references if requested by the employer, and you do NOT need to use the phrase, "references available upon request;" it is a given. If references are requested, they should accompany your resume as a separate document with your letterhead at the top. Choose references wisely, and always ask your references prior to listing them if they would mind serving as a reference. Always let them know what you are applying to, and when possible send them a copy of the job description.

REMEMBER: THE RESUME DOES NOT GET YOU THE JOB – IT GETS YOU THE INTERVIEW.
CHECK OUT RESUME SAMPLES IN THIS PACKET TO GET YOU STARTED.

BUILDING YOUR RESUME

TOOLS AND TIPS FOR CREATING THE BEST RESUME

Fill in the blanks, and omit or make additional headings, depending on the purpose of your resume.

HEADING

Name _____

Address, Phone Number and Email* _____

Personal Website (Make sure it is updated and working) _____

** Do not use a "cutesy" email address. Including your name in the email address is recommended, ex. janemica@mica.edu*

EDUCATION

(do not include high school unless significant/relevant)

Maryland Institute College of Art (MICA), Baltimore, MD

Institution, City, State — Anticipated Date (year) of graduation

Degree (ex. Bachelor of Fine Arts) Major/Concentration
"Bachelor of Fine Arts candidate" if currently enrolled

Institution, City, State — Dates Attended

Course of study (if degree not received) such as "Liberal Arts Courses" or description of program such as "Semester Abroad"

Example: *Studio Art Centers International (SACI), Florence, Italy* — *2014*

Studied fresco painting, art conservation, Italian society, history, and language

PROFESSIONAL EXPERIENCE

Internships and volunteer work may be included here, or under other headings. "Professional Experience" does not have to be paid experience. If listing them here, replace job title with "volunteer" or "intern"

Company/Organization, City, State — Dates Employed

If applicable, also indicate the department within the organization, for example:

Example: *Maryland Institute College of Art, Ceramics Department* — *Fall 2014*

Studio Assistant, Work-Study

Job Title

Company/Organization, City, State — Dates Employed

(Description of duties/responsibilities, point-by-point, starting with an action verb in appropriate tense)

Job Title

Company/Organization, City, State — Dates Employed

(Description of duties/responsibilities)

BUILDING YOUR RESUME

TOOLS AND TIPS FOR CREATING THE BEST RESUME

RELEVANT ACTIVITIES/EXPERIENCE

List Curating, Performance, Student Activities/Clubs including your role in them, projects, etc.

Name of Project/Organization, City, State — Date

Description of Project

Name of Project/Organization, City, State — Date

Description of Project

SKILLS

Can also be listed after education

Computer: List software, platforms, all that you are familiar with or proficient in

Fine Art or Studio: Be specific. The reader knows you have a BFA from or are enrolled at MICA, so avoid general terms like "painting."

AWARDS/ACHIEVEMENTS

Include Scholarships, Grants, Awards, Prizes, etc. Do not include dollar amounts.

Name of Award or Scholarship — Date Received (usually year only)

Name of Award/Achievement — Date Received

EXHIBITIONS

Optional, only use if applicable. Exhibitions may be separated by type or listed together.

Solo

"Title of Show," Name of Gallery/Space, City, State, Year (only)

Group

"Title of Show," Name of Gallery/Space, City, State, Year (only)

PUBLICATIONS

Optional, use only if applicable.

Name of Publication, City, State, Item Published, Date & Year (If magazine or newspaper, just year if other publications)

COLLECTIONS

Optional, use only if applicable.

Name of Organization/Company, City, State

If numerous individuals have purchased or commissioned your work, you may refer to them collectively as "Private Collections in..." and state the place(s) for example, "...Maryland, and New York."

BUILDING YOUR RESUME

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ACTION WORDS

USE THESE ACTION WORDS TO PUT POWER INTO YOUR LANGUAGE WHEN YOU WRITE YOUR RESUME.

Accelerated
Actively
Adapted
Administered
Advised
Analyzed
Appointed
Appraised
Arranged
Assembled
Assisted
Audited
Budgeted
Built
Calculated
Chosen
Circulated
Classified
Coached
Collected
Compiled
Completed
Conceived
Conducted
Conserved
Constructed
Controlled
Coordinated
Corresponded
Counseled
Created
Decided
Delegated
Delivered
Demonstrated
Designed
Developed
Devised
Directed
Displayed
Distributed
Dramatized
Edited
Effected
Eliminated
Entertained
Established
Estimated
Evaluated
Examined
Exhibited
Expanded
Expedited
Formulated
Found
Founded
Generated
Identified
Imagined
Implemented
Improved
Increased
Influenced
Initiated
Inspected
Installed
Instructed
Interpreted
Interviewed
Invented
Investigated
Launched
Lead
Lectured
Listened
Located
Maintained
Managed
Marketed
Measured
Mediated
Monitored
Motivated
Negotiated
Obtained
Operated
Ordered
Organized
Originated
Participated
Performed
Persuaded
Pinpointed
Planned
Predicted
Prepared
Presented
Printed
Produced
Proficient
Programmed
Promoted
Protected
Proved
Questioned
Read
Recommended
Recorded
Recruited
Reduced
Referred
Rehabilitated
Reinforced
Remembered
Rendered
Repaired
Represented
Researched
Restored
Reviewed
Revised
Scheduled
Selected
Served
Set-Up
Sketched
Sold
Solved
Spoke
Streamlined
Structured
Studied
Supervised
Supported
Talked
Trained
Taught
Translated
Used
Wrote

APPLYING TO JOBS & INTERNSHIPS, LESS EXPERIENCE, FOCUSES ON PROJECTS & SKILLS

JACKSON MICA

JMICA@MICA.EDU 410-555-1212 JACKSON.COM

EDUCATION

Maryland Institute College of Art (MICA)
Baltimore, MD, 2010-present
BFA in Illustration and Animation, May 2014,
GPA: 4.0, Dean's List

Portfolio Based Scholarships: Academic Excellence Scholarship, Trustee Scholarship, Foundation Recognition Award, Samson Feldman Scholarship

ILLUSTRATION / ANIMATION FOCUS

- Visual Development
- Background and Environment Art
- Character Animation and Design
- Concept and Storytelling

RELEVANT COURSEWORK

- Sequential Art
- Illustration I and II
- Character Design for Illustration
- Life Drawing
- Advanced 2D Animation
- Intro to 3D Animation

NOTABLE PROJECTS

Toy Illustration- Context Magazine 2012
- Illustrated the significance of gender based marketing in toys and its impact on children's lives

3D Animated Short Film - Keeper 205 2011
- Collaborated with a small team of animators- 2D: Storyboard, concept art, and backgrounds
3D: cameras, lighting, and compositing

2D Animated Short Film - A Boiling Frog 2011
- Personal Project- Storyboard, character design, backgrounds, animation, coloring, compositing, and sound

Loss and Consequence Illustration
Maryland Transit Authority 2011
- Official Selection for Case[Werks] Showroom. Illustrated the severe consequences of drinking and driving

SKILLS

- **Computer**

Mac OS, Windows, Adobe Suite (Photoshop, Illustrator, Dreamweaver, Flash, Premier Pro, After Effects), Microsoft Office, Final Cut Pro, 3DS Max Studio, Wacom Tablet

- **Studio**

Representational Drawing and Painting in acrylic, watercolor, ink, graphite, charcoal. Hand drawn 2d animation and production. Experience in sculpture, installation, and stop motion animation

LEADERSHIP

MICA Leadership Retreat 2011
- Nominated by faculty to develop leadership skills, interpersonal relationships, and group dynamics

MICA Open House Q&A Student Panel 2011
- Nominated as only freshman out of 450 to speak and represent MICA to over 1000 prospective students and parents

Dr. Tim Leadership Seminar 2010
- Participated in leadership training and development workshops focused on team building

ADDITIONAL PROFESSIONAL EXPERIENCE

Frost Gelato Tucson, AZ 2009-2011
-Sales Clerk
- Worked with a team to serve and accommodate customers, operated register, maintained store cleanliness and inventory

Safeway, Inc. Tucson, AZ 2008-2009
-Sales Clerk
- Provided customer services, maintained store cleanliness and inventory

APPLYING TO JOBS AND INTERNSHIPS
WITH SOME EXPERIENCE & LEADERSHIP

JOHN MICA

123 Main Street, Any City, Any State 12345 • 410-555-5555 • jmica@mica.edu • www.johnmica.com

EDUCATION

2009- present
Maryland Institute College of Art (MICA), Baltimore, MD
Bachelor of Fine Arts Candidate in Painting, Concentration in Graphic Design
Expected graduation 2013

2010
Studio Art Centers International (SACI), Florence, Italy
Semester Abroad Honors Program: Conservation, Fresco Painting, Renaissance Art History

EXPERIENCE

2011 - present
Maryland Historical Society, *Research Intern,* Baltimore and Ridgely, MD
Research the history of the Eastern Shore railroad lines (PRR), photograph and measure railroad station site for Ridgely. Creating proposal for restoration.

2010 - present
MICA Department of Exhibitions, *Student Employee - Assistant to Senior Preparator,* Baltimore, MD
Handle and transport artwork, and aid in exhibition installation. Monitor and maintain gallery.

2009
MICA Store, *Sales Associate,* Baltimore, MD
Assisted customers with purchases, operated cash register, stocked and organized inventory.

SKILLS

Computer:
Proficient in Adobe InDesign, Illustrator, Photoshop, Microsoft Office Suite, PC & Mac OS
Familiar with Flash and Final Cut Pro

Fine Art & Curatorial:
Traditional fresco and egg tempera painting, stone and plate lithography, representational drawing, strong eye for color mixing and basic knowledge of art conservation.
Curatorial skills in installation and deinstallation of 2D work and vinyl lettering.

LEADERSHIP

2011 - present
AIGA - MICA Student Chapter, *President,* Baltimore, MD
Coordinate and facilitate AIGA meetings, plan group travel and attend AIGA regional conferences.

2010
MICA Pre-College Program, *Teacher's Assistant Resident Counselor (TARC)*, Baltimore, MD
Teacher's Assistant in Art History, graded essays and assisted MICA faculty in presenting slide lectures.
Resident Counselor for community of 20 residents - planned programs, counseled students, handled disciplinary issues.

2010
MICA, *Orientation Leader,* Baltimore, MD
Facilitated team-building exercises and discussions with a group of 20 students. Lead new students on trips around Baltimore. Assisted in workshops aimed to orient new students to MICA's campus.

AWARDS

2009 - present Dean's List, *MICA*
2009 - present Presidential Scholarship, *MICA*
2009 - present Holman-Hamer Scholarship, *American Legion Trenton Post 93*
2010 Language and Literature Scholarship, *MICA*
2010 Honorable Mention, *MICA Juried Undergraduate Exhibition*

APPLYING FOR JOBS & INTERNSHIPS
WITH FREELANCE EXPERIENCE

JANE MICA

(555) 555-5555
jmica@mica.edu
janemica.com

EDUCATION

MARYLAND INSTITUTE COLLEGE OF ART
BFA in Illustration, May 2010
3.765 GPA

WORK EXPERIENCE

SELF - EMPLOYED
ILLUSTRATOR / DESIGNER
Baltimore, Maryland
May 2010 — Present

Clients Include: Chronicle Books, Shannon Associates, Weldon Owen, Tiny Prints, Canadian Parent Magazine, UPPERCASE Magazine, Ink Garden, Maryland Institute College of Art, Hype Machine

DWELL STUDIO
FREELANCE DESIGNER
New York, New York
May 2010 — Present

Duties Include: Creating patterns in repeat for final artwork, Selecting palettes for color ways, Recording and updating production specifications, Prepping files for manufacture, Creating fresh designs for Dwell's Tiny Prints brand, Developing original illustrations for Dwell's line with Blue Apple Books, Conducting research for specific design projects, Maintaining color library.

SHANNON ASSOCIATES
INTERN / FREELANCE DESIGNER
New York, New York
May 2009 — August 2009
July 2010 - Present

Duties Include: Maintaining artist databases, Creating promotional material for Shannon Associates and the artists they represent, Designing Shannon's pages in Work Book and the Directory of Illustration, Organizing artist portfolios for client meetings, Working collaboratively with Shannon's non-profit affiliates.

SKILLS

- Proficient in the Adobe Illustrator, Photoshop, InDesign, and the Microsoft Office Suite.
- Experienced creating patterns in repeat, both by hand and in Adobe Programs.
- Skilled in the process of screen printing, as well as preparing files for print.
- Excellent communication, organization, and time management skills.
- Great eye for color and trend, with an interest in fashion, and home goods design.
- Currently managing own small paper and home goods company, Small Talk Studio

APPLYING TO JOBS & INTERNSHIPS
FOCUSES ON RELEVANT EXPERIENCE

JANE MICA

Artist + Designer

Creative maker / problem solver / innovative interdisciplinary / substantial understanding of fine arts and design / strong organizational, communication, and interpersonal skills

1300 W. Mount Royal Avenue
Baltimore, MD 21217

janemica@gmail.com / (222)-222-2222
www.janemica.com

Professional Experiences

Design Intern
Center for Design Practice, MICA, *Baltimore, MD, 2011*

Worked on a select team of graphic and environmental designers to design for Baltimore City Parks and Recreation to alleviate trash and litter in Druid Hill Park and promote recycling in John Eager Howard Recreation Center. Responsible for scheduling field visits, conducting user audits, and synthesizing research to present to clientele on a bi-monthly basis. Design work created using Photoshop, Illustrator and InDesign.

Official Blogger
Danish Institute for Study Abroad, *Copenhagen, Denmark, 2012*

Kept a weekly update of topics such as housing, academics, travel, and leisure that were related to the experience of studying abroad. Blog posts included photo tags, texts, links, and videos. Presented a wide scope of topics for friends, family, and potential future study abroad students to follow.

Exhibition + Studio Assistant
Red Dirt Studios, *Mt. Rainer, MD, 2011*

Assisted in the fabrication of metal and wood supports in a fast-paced, studio environment. Executed projects on-site and used creative problem-solving for gallery-specific art installations.

Exhibition Design Intern
Baltimore Station Organization, *Baltimore, MD, 2010*

Worked in a team to fabricate a support system and curate a show for the annual Art Auction. Working with a small budget, installed complex wooden joints to support reclaimed wooden doors. Used AutoCAD to layout and re-design a small church interior space.

Architecture Intern
Dan Ionescu Architects and Partners, *San Mateo, CA, 2010*

Worked on drafting, model making, and publicity for an architectural firm. Updated and created new website information, used Indesign to design brochures, and AutoCAD to layout plans. Also, built architectural site models with chipboard and wood.

Peer Career Advisor
MICA Center for Career Development, *Baltimore, MD, 2010-2011*

Student liaison between Career Services staff and current students. Conducted informational presentations weekly, planned events for professional practices. Additionally, advised peers on resumé development, time management, grants and scholarships, documentation of work, and cover-letter writing.

Education + Study Intensives

Maryland Institute College of Art, (MICA)
Baltimore, MD
Bachelor of Fine Arts in Environmental Design
Concentration in Sustainability and Social Practice
Expected graduation 2013

Danish Institute of Study Abroad (DIS)
Copenhagen, Denmark, Spring 2012
Architecture and Design study abroad program, focusing on European approaches toward sustainability.

Turkey Summer Intensive
Istanbul, Turkey, Summer 2010
Architectural travel program, studying Turkish mosques, ancient Greek and Roman architecture.

São Tomé and Principé Summer Intensive
São Tomé, Africa, Summer 2011
Studio travel program culminating in collaborations between

Relevant Skills

Digital photography / Video recording / Note taking / Architectural drafting / model-making / environmental graphics / metal fabrication / woodworking / sketching / printmaking / oil painting

Software*

Photoshop / Illustrator / InDesign / AutoCAD / 3D Studio Max / Dreamweaver / Premiere / Final Cut Pro / Microsoft Office Suite
**Computer proficiencies: Mac and PC platforms*

Scholarships + Awards

MICA Dean's List, *2009-present*
MICA Environmental Design Dept. Award, *2011-present*
MICA Distinguished International Student, *2011-present*
MICA Interior Design for Reflection Room, *2010*
MICA Student Affairs Special Projects Award, *2010-2011*
France-Merrick Grant for Community Arts, *2010-2011*
MICA Summer Intensive Merit Scholarship, *2010, 2011*
MICA Academic Honors Scholarship, *2009-present*
MICA Trustee Award, *2009-present*

HYBRID RESUME: APPLYING TO ART-RELATED JOBS & INTERNSHIPS

JANE MICA

jane@janemica.com | (222)-222-2222 | www.janemica.com

STUDIO EXPERTISE

Digital photography	Canon and Nikon DSLR systems; advanced Adobe Photoshop CS6 and Lightroom 4 editing workflow; X-Rite i1 device color calibration; Epson Stylus Pro series fine art printing workflow
Analog photography	Large format view camera, Mamiya 7II rangefinder, Hasselblad 500C/M SLR, various 35mm systems; C-41 hand processing, silver gelatin B&W processing and printing; chemical darkroom set-up
Studio lighting	Novatron, Calumet, Smith Victor, Lowel light kits; multiple- and mixed-light setups with constant lights and off-camera strobes; metering techniques and color balancing procedures for analog and digital
Design	Adobe Illustrator and InDesign CS6; Blurb.com and MagCloud.com advanced book and publication design
Audio & video	Tascam field recording equipment, Pro Tools LE; Final Cut Pro X; Epson, Panasonic, Hitachi projectors
Other skills	Mac OSX, Keynote, Microsoft Office 2011; woodshop equipment and procedures; frame assembly

EDUCATION

2012 MFA Photographic & Electronic Media, Maryland Institute College of Art (MICA), Baltimore, MD

2006 BA Journalism & Mass Communication, cum laude, New York University (NYU), New York, NY

PROFESSIONAL EXPERIENCE

2007-13 Freelance Photographer, Baltimore, MD and New York, NY
Clients include: Baltimore Office of Promotion & the Arts, MICA Office of Communications, School 33 Art Center in Baltimore; United Nations Commission on the Status of Women, Lambda Legal in New York

2011 Print Lab Technician, Graduate Research Lab, MICA, Baltimore, MD
Handled fine art print jobs for grad students on large format Epson printers; streamlined Lab's printing procedures and created step-by-step printing workflow instructions for students and faculty

2007-10 Assistant to the Director, CITYarts, Inc., New York, NY
Reported to Executive Director of historic public art 501(c)3 non-profit; managed three full-time employees; hired and supervised twenty interns annually; wrote corporate, private, and government grant proposals

2007 Studio Intern, Jeff Harris Photography, New York, NY
Set up and struck sets; assisted on commercial shoots for Marie Claire, Glamour, Travel + Leisure

2006 Lighting on the Edge workshop, Maine Photographic Workshops, Rockport, ME
Completed weeklong intensive class on advanced strobe and nighttime lighting techniques

SELECTED EXHIBITIONS

2013
Smörgåsbord, juried by Paddy Johnson, Gallery CA, City Arts, Baltimore, MD
Printed Matter Art Book Fair, Arts & Sciences Projects booth, The Geffen Contemporary at MOCA, Los Angeles, CA

2012
Ekphrasis, MFA Thesis Exhibition III, Decker Gallery, MICA, Baltimore, MD
LUX Juried Invitational Benefit Exhibition, Maryland Art Place, Baltimore, MD
Young Blood 2012, Maryland Art Place, Baltimore, MD
Good Light Photography Exhibition, Current Space, Baltimore, MD
Voyeurism/Intimacy: The Public/Private Divide, juried by Todd Hido, RayKo Photo Center, San Francisco, CA

2011
Nowhere More Familiar, solo exhibition, Gateway Gallery, MICA, Baltimore, MD
Studious, curated by Shane Lavalette, hosted by Lay Flat and Light Work, Spark Gallery, Syracuse, NY
Graduate Fall Show, Fox Gallery, MICA, Baltimore, MD

2010
Objects in the Mirror, hosted by Helac & Wirth Art Advisory, Kitchen Habitat, New York, NY

ARTIST RESUME: APPLYING TO EXHIBITIONS
& ARTIST OPPORTUNITIES

JANE MICA

123 Main Street, Any City, Any State 12345 | 555.555.5555 | janemica@mica.edu | www.janemica.com

EDUCATION

2004 **Bachelor of Fine Arts Degree**, General Fine Arts, Summa Cum Laude
Maryland Institute College of Art, Baltimore, Maryland

SOLO EXHIBITIONS

2011 **C. Grimaldis Gallery**, Baltimore, Maryland -
2008 **Randall Scott Gallery**, Washington DC - *Meditation, Time and Seduction*
2004 **Decker Gallery**, Baltimore, Maryland - *Recent Drawings*

SELECTED GROUP EXHIBITIONS

2010 **Silber Art Gallery,** Towson, Maryland - *Bits and Pieces*
Hexagon Gallery, Baltimore, Maryland - *Drawing Out*
2009 **C Grimaldis Gallery,** Baltimore, Maryland - *Sublime Structure*
Stamp Gallery, College Park, Maryland **-** *Pulse*
2008 **Art Miami,** Miami, Florida **-** *Randall Scott Gallery*
2007 **Aqua Wynwood,** Miami, Florida **-** *Randall Scott Gallery*
Washington Project for the Arts, Washington D.C. - *Hickok Cole*
Flashpoint Gallery, Washington D.C.- *Anonymous III*
2004 **Center for Art and Culture,** Aix-en-Provence, France **-** *Center for Art and Culture Exhibition*
Cubicle 10 Gallery, Baltimore, Maryland - *Recent Graduate Show*
Maryland Federation for the Arts, Baltimore, Maryland **-** *Emerging Artists*
2002 **Meyerhoff Gallery**, Baltimore, Maryland - *Foundation Show*
Maryland Institute College of Art, Baltimore, Maryland - *Typography, Gatehouse*, *Sculpture Show*

PRESS / PUBLICATIONS

2009 **ARTnews**, *'Sublime Structure'*, Cara Ober, Volume 108/Number 11, December
The Baltimore Sun, *A Closer Look at a Body of Work*, September 03
New American Paintings, Issue # 81, April
2008 **The Washington Post**, *Fake Beard, Genuine Article* - April 25
Washington Spaces Magazine, *Of Subtlety and Scale*, January / February
2007 **The Washington Post**, *Lining up to buy Anonymous Art* - June 14

HONORS AND AWARDS

2010 **Maryland State Arts Council Individual Artist Grant**- Recipient
2009 **The Trawick Prize**, Bethesda, Maryland - Semifinalist
2005 **Jacques and Natasha Gelman Travel Fellowship**, Baltimore, Maryland - Finalist
2004 **Institute for American Universities**, Honors Study Abroad Program- Aix-en-Provence, France
2001-04 **Maryland Institute College of Art**, Baltimore, Maryland
General Sculptural Studies Award - 2004
Achievement Award - 2004
Departmental Award - General Fine Arts - 2003,2004
The Ira J. Basler, Jr. and Mary K. Basler Memorial Scholarship - 2003,2004
Bill Woody / Tom Miller Scholarship - 2003, 2004
Presidential Scholarship - 2001,2002,2003,2004
Trustee's Award - 2001,2002,2003,2004
Dean's List - 2001,2002,2003, 2004

JANE MICA

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www.janemica.edu

MORE ESTABLISHED ARTIST RESUME: APPLYING TO GRANTS, AWARDS, RESIDENCIES & EXHIBITIONS

EDUCATION

2009 *Maryland Institute College of Art.* MFA, Hoffberger School of Painting
2005 *Brown University, Providence RI.*
BA Honors and Magna Cum Laude: Visual Art. BA Magna Cum Laude: Human Development

HONORS and GRANTS

2013 Artist in Residence, Bemis Center for Contemporary Arts, Omaha, NE (forthcoming)
Artist in Residence, Djerassi Resident Artists Program, Woodside, CA (forthcoming)
2012 3rd prize, Bethesda Painting Awards
Artist in Residence, Blue Sky Dayton, Dayton, OH
2011 Best in Show, *2011 Juried Exhibition*, Rawls Museum, Courtland, VA
Fellow, AIR Gallery Fellowship Program, Brooklyn, NY
Artist in Residence, Anderson Ranch Arts Center, Snowmass, CO
2010 Artist in Residence, Triangle Artists Workshop, Brooklyn, NY
Artist in Residence, Salzburg Kunstlerhaus, Salzburg, Austria
2nd prize, Bethesda Painting Awards
Artist in Residence with full fellowship, Vermont Studio Center, Johnson, VT
2009 Winner, Toby Devan Lewis Fellowship
Fellow, Hamiltonian Artists. Washington, DC
Artist in Residence, Virginia Center for the Creative Arts, Amherst, VA
Artist in Residence, Blue Sky Dayton, Dayton, OH
2005 Fulbright Grant: Taiwan

SOLO and TWO PERSON EXHIBITIONS

2012 Project 4 Gallery, *Clove*, Washington, DC
Rawls Museum Arts, *Embroideries*, Courtland, VA
Honfleur Gallery, *Unquiet Kingdom*, Washington, DC
AIR Gallery, *Root*, Brooklyn, NY
Blue Sky Gallery, *New Works*, Dayton, OH
Rice Gallery, McDaniel College, *Slurry*, Westminster, MD
2011 Hamiltonian Gallery, *Bound*, Washington, DC
2010 Dayton International Airport, *Byzantine*, Dayton, OH
2009 Scott Center Gallery,Carroll Community College, *Lost Cities*, Westminster, MD
2006 Red Brick Gallery*, Laqi Taiyal*, Fulbright exhibition, Yilan, Taiwan
Guandu National Park*, Bird Window*. In collaboration with Annalilly Charles. Taipei, Taiwan

SELECTED GROUP EXHIBITIONS

2012 Brian Morris Gallery, *IN/LIT*, New York, NY
(e)merge Art Fair, with Project 4 Gallery, Washington, DC
SCOPE Art Fair, with Project 4 Gallery, Miami, FL
Juvenal Reis Studios, *10x10*, Long Island City, NY
Allegheny College, *8 Hour Projects: Craft and Process,* Meadville, PA
Blue Sky Exhibition Space, *2,3,4,* Dayton, OH
Addison Ripley Fine Art, *All My Friends Are Painters*, Washington, DC
Maryland Institute College of Art, *Sondheim Artscape Semifinalists*, Baltimore, MD
Volta Art Fair, with ArtTrek NYC, New York, NY
2011 AIR Gallery, *Generations*, Brooklyn, NY
(e)merge Art Fair, with Hamiltonian Artists, Washington, DC
Washington Project for the Arts, *Options Biennial*, Washington, DC
AIR Gallery, *Wish You Were Here*, Brooklyn, NY
Community College of Baltimore, *Things Fall Apart*, Catonsville, MD
Rawls Museum, *2011 Juried Exhibition*, Courtland, VA. Curated by Lisa Sigal
Mariane Boesky Gallery, *Buy What You Love*, New York, NY

2010 SCOPE Art Fair, with Hamiltonian Artists, Miami, FL
Art in Embassies Program, Ambassador's Residence, Yaounde, Cameroon
Reagan National Airport, Washington, DC
BWI Thurgood Marshall Airport, *Fulbright Honorees*, Baltimore, MD
Triangle Artists, *Open Studio*, Dumbo Arts Festival, Brooklyn, NY
Alpan Gallery, *Alpan International*, Huntington, NY, Juried by Hitomi Iwasaki, Curator/Director of Exhibitions, Queens Museum of Art, NY
Hamiltonian Gallery, *Katherine Mann, Christian Benefiel and Michael Enn Sirvet*, Washington, DC
2009 SCOPE Art Fair, with Hamiltonian Artists, Miami, FL
Maryland Art Place, *Vanity Affair*, Baltimore, MD
Maryland Institute College of Art, *Sondheim Artscape Semifinalists*, Baltimore, MD
Maryland Art Place, *Convergence 09*, Baltimore, MD
Carroll Square Gallery, with Hemphill Fine Arts, *Landscape Biology,* Washington, DC
Hamiltonian Gallery, *new. (now.),* Washington, DC
No Soul for Sale Art Fair, with Transformer Gallery, New York, NY
2008 Transformer Gallery, *Paper Trail*, Washington, DC
Randall Scott Gallery, *Quasi-Painting*, Washington, DC
Ogilvy Art NY, *The Giving Gallery*, New York, NY
Maryland Art Place, *The Seven Deadly Sins,* Baltimore, MD
Civilian Art Projects, *Quart Bag,* Washington, DC
Ellipse Arts Center, *Penned*, Arlington, VA; Lump Gallery/Projects, NC
Area Lugar de Proyectos*, Publica 2,* Caguas, Puerto Rico
Corcoran Gallery of Art, Gallery 31*, Art Anonymous*, Washington, DC
2007 Walters Art Museum, *Repeat Respond React*, Baltimore, MD

SELECTED BIBLIOGRAPHY

2012 Washington Post, "Katherine Tzu-lan Mann", by Mark Jenkins (December 6, 2012)
Pink Line Project, "'Love and Rage' at Honfleur Gallery", by Christina Sturdivant (September 24, 2012)
Worn Magazine, "Interview with Katherine Mann", by Jacqueline Hiersteiner (Issue 4, pg 18-22)
Dayton Daily News, "Pushing the Artistic Envelope at Blue Sky", by Pamela Dillon (August 18, 2012)
Carroll County Times, "Artist Only Gets Better", by Pam Zappardino (March 1, 2012)
Baltimore Style Magazine, "Artist Katherine Tzu-Lan Mann", by Joe Sugarman (March 2012)
2011 New American Paintings Blog, "Highlights from (e)merge--Artists Platform", by Alex Epstein and Matthew Smith (Sept 26, 2011)
Washington Post, "The (e)merge Art Fair", by Ricky Carioti (September 20, 2011)
2010 Washington Post, "As Far as the Mind Can See", by Michael O'Sullivan (June 9, 2010)
Maryland Gazette, "Bethesda Painting Awards a Winner (Mostly)", by Claudia Rousseau (June 16, 2010)
2009 Baltimore City Paper, "Grad Company" by Alex Ebstein (July 29, 2009)
Maryland Gazette, "Painting Award Winners Show Promise, Surprise" by Claudia Rousseau (June 17, 2009)
2008 Chesapeake Life Magazine, "Art Gallery" by Kim Vandyke (March-April, pg 27-29)
International Designers Network Magazine, "Portholes into a Private Fantasy World" (Vol 15 Number 3, pg 117)
Locus Art Magazine, "Katherine Mann" by Emily Hunter (Issue 5, Fall 2008, pg 72-79)
2006 Taipei Times, "Taiyal Children Paintings", (May 14, 2006)

COLLECTIONS

Hamline University, Saint Paul, MN
DC Commission on the Arts and Humanities, Washington, DC
State Department, United States Consulate, Dubai, United Arab Emirates
City of Salzburg, Department of Culture and Education, Salzburg, Austria
Brown University, Providence, RI
College of Notre Dame, Baltimore, MD