

Catherine Thompson
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Profile

- **8 years' experience in administration**
- **Organized, detailed oriented, with outstanding communications skills and multitasking abilities**
- **Fluent in English, French and Italian, good knowledge of German (B2 level)**

Professional Experiences

Website Clerk (Mandate) **Geneva, Switzerland**
World Meteorological Organization, Communications and Public Affairs **2015 to the present**

- Transfer and upload content from the former website to the new one.
- Create new layouts, reformat and edit the existing documents, chase broken links and redirect them to the appropriate ones.
- Review training videos and test the good functioning of the back end of the website.
- Provide administrative support to the Communications and Public Affairs team.

VIP Relations Manager for Switzerland and France (Mandate) **Istanbul, Turkey**
Art International **2015**

- Increased the fair's visibility by presenting it to all my international contacts.
- Sent updated documentation on the fair, followed up and answered all questions.
- Liaised with the Director, the Head of VIP Relations and Programming and the VIPs to communicate all the attendees' travel plans, accommodation, VIP pass, event schedule and tours of the fair.

Assistant Director **Geneva, Switzerland**
CBA SA, Charly and Hania Bailly **2014 to 2015**

- Provided administrative and sales support to the Directors: wrote correspondence on their behalf and followed up, sent invites and e-vites, managed agenda and database, prepared offers and price lists, sold art works and sent invoice, contributed to the creation of catalogues and prepared events.
- Assisted with the art fair logistics: wrote applications and filled in forms, booked flights and accommodation and related relevant information to the artists and the staff. Compared shipping quotes.
- Gathered and filled in forms for the sale or purchase of artworks at auctions, bided, requested invoices after the sale and researched provenances.
- Updated the website.

Associate Director (Mandate) **Geneva, Switzerland**
Galerie Skopia, Pierre-Henri Jaccaud **2014**

- Provided administrative support to the Director: wrote correspondence on his behalf and followed up, booked flights and accommodations, managed his agenda, scheduled meetings.
- Liaised with the artists and the Gallery Principal and researched articles, prepared checklists and ordered catalogues on the gallery artists before their upcoming exhibitions.
- Wrote and translated general documents. Sent previews and offers to clients before exhibitions and art fairs.
- Managed art fair logistics: compared shipping quotes, filled in forms, booked flights and accommodation and related relevant information to the artists and the rest of the gallery staff.

Sales Assistant
Lehmann Maupin, Rachel Lehmann & David Maupin

New York, USA
2010 to 2012

- Sold art work to international collectors at the gallery and art-fairs.
- Sent email offers, on behalf of the Gallery Principals, of exhibitions and art-fairs previews, to their Clients and followed up when requested.
- Welcomed collectors, artists, the press and curators and offered tours of gallery exhibitions.
- Prepared checklists, price lists, press kits, press releases and binders for all exhibitions at the 201 Chrystie Street gallery and entered new contacts from the guest book into the database.
- Managed art-fair logistics: wrote and oversaw applications, updated the inventory, created 3D models of the booth and placed orders for all necessary materials.

Executive Assistant
Gelabert Studio Gallery, Raoul Gelabert

New York, USA
2009 to 2010

- Wrote correspondence on the Director's behalf and provided administrative support to him.
- Prepared brochures, press kits and advertisements to promote the gallery.
- Filled in contracts for the rental of the space, received and controlled the condition of the art works and curated exhibitions.
- Updated the gallery's website and mailing list.

Director
LMAKprojects, Louky Keijsers

New York, USA
2006 to 2009

- Pitched numerous exhibitions to a wide range of art-critics, collectors, art-advisers and art institutions and followed up on each offer to generate sales.
- Researched enriching information on each artist and prepared most consignments agreements, invoices, press releases, artists' books and checklists for internal and external purposes.
- Arranged the shipments of art-works for exhibitions and art-fairs and oversaw travel plans.
- Helped complete art-fair applications.

Education

The New School University, New York, USA
BA in Liberal Arts, concentration in Modern and Contemporary Art 2005

Ecole Moser, Geneva, Switzerland
Maturité fédérale 1999

Computer Skills

Proficient in MS office (Word/ Excel/ Outlook),
Quick Books, File Maker Pro (Art Base), Photoshop and Sketch Up
Internet, research tools, social media (Facebook/ Instagram/ LinkedIn).