

Elizabeth Makkos  
721 Fifth Avenue, New York, NY 10022 | (917)-617-6705  
makkos.elizabeth@gmail.com

## **Education**

### **NYU Tisch School of the Arts, Kanbar Institute of Film and Television**

*September, 2015- May, 2019*

Degree: Bachelor of Fine Arts

GPA 3.7

Major: Film and Television

Minors: Art History; Business of Entertainment, Media, and Technology (BEMT)

### **UPENN Wharton School of Business Online**

*Spring - Summer 2020*

Business Foundations Specialization

### **Parsons School of Design Online**

*Summer 2022*

Fashion Industry Essentials

## **Awards and Accolades:**

- Rebecca Strum Award for Artistic Excellence 2015
- Scholastic Award for Excellence in Visual Arts 2014, 2013
- Barcelona and the Arts Award from La Escuela De Preparatoria de Barcelona 2012
- Holy Three Hierarchs Award of Excellence in The Comprehensive Examinations in Modern Greek 2013 & 2012 & 2011

## **Work Experience**

### **Makkos Equities: *Executive Assistant to CEO***

*September, 2021 - Present*

- Assist with research on clients, relevant real estate, current and potential investors, and marketing improvements
- Plan and manage schedule, including coordinating meetings, deadlines and upcoming events
- Handle daily operations, such as collecting permits, communicating with vendors and distributors, track monthly financials

### **Gagosian Gallery: *Executive Assistant to Larry Gagosian***

*January, 2021 - May 2021*

- Managed calendar, inbox, monthly expense reports, and sales; followed up on invoices and prepared insurance appraisals
- Planned and booked travel, events, and scheduled internal team and gallery appointments as well as external appointments

### **Gagosian Gallery: *Exhibitions & Art Fairs Assistant***

*January, 2020 - January, 2021*

- Assisted with preparation and execution of exhibitions and art fairs, including installations, consignments, sales, and expenses
- Tracked art fair sales for reporting, created models of gallery spaces and layouts, prepared expense reports and managed schedule

### **Gagosian Gallery: *Shop Sales Associate***

*July, 2019 - January, 2020*

- Collaborated with the shop Creative Director on day-to day operations including curation, location design, and research
- Organized events such as book signings, artist talks, coordinating with various departments and artist liaisons
- Generated and reviewed accounting records of sales including loans, consignments, invoices, shipments, and expenses
- Curated products, design layout, and compile information for Gift Guides to distribute to press outlets for promotion

### **Gagosian Gallery: *General Intern; Art Fairs Intern***

*January, 2019 - June, 2019*

- Represented Gagosian at Frieze New York, responsible for handling guests' questions alongside the sales department
- Prepared research, conducted scheduling, completed various tasks with art fairs department for TEFAF and Art Basel
- Tracked auctions, completed expense reports, and gathered research for the sales, publications, and press department

### **Waterfall Mansion and Gallery: *Gallery Operations; Sales; Social Media***

*February, 2018 - November, 2019*

- Created content for and managed all social media platforms, website and database for exhibitions, events and promotions
- Provided guided tours of the gallery and current exhibitions to visitors and clients weekly and train gallery interns
- Assisted in merchandise creation and sales, partnering with other programs for expansion, and contacting featured artists
- Worked on exhibition and event coordination, installation, real estate projects and partnerships

### **Nello: *Social Media & Marketing***

*May, 2018 - Present*

- Responsible for creating content for all website and social media accounts, managing promotions, events, and marketing team
- In charge of developing promotional campaigns through newsletters and social media to improve marketing

### **Williams New York: *Production Assistant***

*Summer 2018*

- Planned, shot and edited content from given briefs for luxury real estate in Manhattan for client meetings
- Gathered inspiration from existing media and campaigns for future marketing and advertising

### **Women Make Movies: *Production Assistant Intern***

*Spring 2018*

- Authored summaries of educational webinar series regarding fundraising and distribution
- Prepared feedback for proposal reviews in meetings and panels on submitted projects

### **Pressman Film: *Production Intern***

*Summer 2017*

- Covered scripts from current submissions for review by suggesting creative and practical changes
- Handled errands and confidential matters, such as sending out casting lists for projects and events

## **Skills:**

- Fluent in Greek, conversational in Spanish; Proficient in InDesign, Adobe Premiere Pro, Sketch Up, Microsoft Excel