

Sandra Liu

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Education

- 2016- 2018 **Maryland Institute College of Art (MICA)**, Baltimore, MD
Bachelor of Fine Arts in Painting, Concentration in Animation
Summa Cum Laude, Dean's List 2016-2018, Transfer Portfolio Based Scholarship
- 2014- 2016 **Carnegie Mellon University (CMU)**, Pittsburgh, PA

Professional Experience

- 2022 - Present **Qualia Contemporary Art**, Palo Alto, CA
Gallery Manager
Manage all exhibitions including acquisition and installation of artwork, communications with artists, and research focusing on the representation of Asian, Asian American, women, and Bay Area artists. Keep gallery website, online artwork database, Artsy, and physical collections up to date. Coordinate shipping of artwork, loans, sales, and exhibition logistics. Provide public tours of the exhibitions and engage in public programming including artist talks, performances, pop-ups, etc. Draft educational materials for artists including publications and press releases. Promote artists and artworks through social media, e-newsletters, and public relations marketing.
- 2021 **Laasya Art**, Palo Alto, CA
Gallery Manager
Prepared the gallery by hanging works and organizing racks for client meetings and art showings. Handled artwork for clean-up, framing, packaging, and shipping. Answered client emails and facilitated sales and shipping logistics.
- 2019- 2020 **Root Division**, San Francisco, CA
Exhibitions Intern / Studio Artist
Coordinated with artists, registrar, curators, and gallery manager to install new shows, maintain inventory of art, and promote upcoming shows and fundraisers. Drafted show statements, promotional materials, and engaged in public outreach.

Skills

- Studio* Oil and acrylic painting, canvas preparation, woodshop proficiency.
Artwork documentation. Art framing, handling, packaging, installation, and shipping.
- Computer* Adobe Photoshop, Microsoft Office Suite, PC & Mac OS
- Writing* **Art Writer and Editor**, Palo Alto, CA
Trained in professional writing and communications. Have extensive experience writing show statements, press releases, artist statements, and CVs. Very comfortable presenting in public. Bilingual Mandarin Chinese speaker and writer.