Iqra Sheikh

929.378.7320 | Iqra.sheikh30@myhunter.cuny.edu | https://openlab.bmcc.cuny.edu/iqra-sheikh-portfolio/studio-assistant/

EDUCATION

CUNY Hunter College, Bachelors of Arts in Art History	2024
CUNY Continuing Education, UX/UI Design EverUp Micro-Credential Program	2021
Borough of Manhattan Community College, Associates of Arts in Writing and Literature	2021

COURSEWORK

Research Methods of Art History	2022
Heuristic Design	2021
Wireframing: Low, Mid, High Fidelity on Figma	2021

RESEARCH PROJECTS

IBM Hackathon Challenge 2020: Climate Change project.
● Project manager
● Front end coding: HTML, CSS
● Linguistics and design
Website: https://hirasabir01.github.io/ClimateChange/index.html

INTERNSHIP

Francine Tint   Summer 2023
Studio Assistant
● Upkeep of loft, inventory and website along with looking after the artists calendar such as their availability, meetings and events. Stretching canvas, and help paint
● Managing correspondences between the artist and their clientele along with drafting contracts, agreements, statements and invoices

The Brooklyn Museum   Summer 2022
Public Programs Intern
● Produce program proposals related to upcoming exhibitions; coordinate large-scale events for audiences upwards of 2000 visitors.
● Prepare contracts and manage correspondence with artists and contractors
                                                                                                          Fall 2021

WORK EXPERIENCE

Francine Tint
Studio Assistant   Present
● Assist in day-to-day administrative tasks between clients, gallerists, vendors and contractors
● Organize and maintain documents/files as well as managing expenses by creating reports and filling receipts

Borough of Manhattan Community College, Open Lab   Present
Student Outreach College Assistant
● Manage reports using excel sheets and google slides
● Facilitate meetings with various departments for collaboration and act as a liaison

Borough of Manhattan Community College, Writing Center   2019-2020
Administrative Assistant
● Schedule meetings and appointments as well as maintaining the daily to-do list
● Work collaboratively with a variety of departments, faculty, staff, and students

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SKILLS

Language: Fluent in Spanish, Urdu and English
Google: Sheets, PowerPoint, Drive
Web Development: HTML, CSS, Wordpress
Programs: Adobe Photoshop and Lightroom