

Madelyn Roldan

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Education

Triton College Associate in Arts Degree.	Rivergrove, IL May 2025
The School of the Art Institute of Chicago Bachelor of Fine Arts Studio.	Chicago, IL May 2027
Riverside Brookfield High School	Riverside, Illinois May 2021

Experience

Riverside Arts Center Gallery Assistant	Riverside, Illinois November 2021 – Current
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- Open and close the FlexSpace and Freeark Galleries during exhibitions and events.
- Greet visitors and track attendance by clicking each person entering the galleries.
- Answer incoming phone calls and return missed calls promptly.
- Respond to email inquiries and ensure professional and timely communication.
- Input new guest book email entries into Little Green Light (LGL) and check for duplicates after adding.
- Sort incoming mail: recycle junk mail, and deliver important mail or mail addressed to specific staff or board members to the appropriate recipients or place in the designated location.
- Turn on gallery lights and activate any audio/video components for exhibitions, following artist-provided instructions.
- Ensure cleanliness of both galleries, including disinfecting surfaces and keeping floors clean.
- Patching and painting both Freeark and Flexspace Galleries after deinstallation from recent exhibitions.
- On terms with the Exhibition Director, take down window vinyl after a deinstallation of an exhibition. Once there is a new exhibition being installed, another window vinyl must be installed.
- Assist the Exhibition Director with curating exhibitions.
- Empty trash and recycling bins in both galleries and bathrooms; dispose of waste in the designated area behind the Sculpture Garden.
- Replenish supplies such as paper towels, toilet paper, soap, and garbage bags when needed.
- Set up tables and chairs for Artist Talks and other events as needed, ensuring the space is appropriately arranged.
- Prepare and set up a refreshment table for Artist Talks or events, ensuring that it is neatly arranged and visually appealing.
- Carry out additional tasks as requested by the Executive Director, Exhibition Director, School Manager, and Teachers.
- Notify appropriate staff when new supplies or materials are needed.
- Upload/post on @riversideartscenter Instagram and Facebook.

Private Art Tutor	Brookfield, Illinois June 2023 – August 2023
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- Taught beginner drawing lessons.
- Per session would have a main focus on shapes, shading, form, value, texture, composition and perspective.

Kramer Foods Bakery Member	Hinsdale, Illinois September 2021 – January 2022
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- Preparing and fulfilling customer orders for bakery items.

- Maintain product display maintenance and ensure ready-to-sell items are stocked and displayed attractively in cases.
- Cleaning and maintaining bakery equipment.
- Helping with the preparation of bakery items.
- Adhering to food safety standards and maintaining a clean and sanitary work area.
- Assisting customers with their purchases and providing excellent service.
- Maintaining and stocking deli coolers and freezers.

**Cold Stone Creamery
Crew Member**

La Grange, Illinois
June 2020 – March 2021

- Serving up smiles and awesome ice cream creations.
- Creating and packing online orders.
- Restocking ice cream, and mix-ins.
- Engaging with customers, taking orders, and processing payments with a positive vibe.
- Keeping the store spotless and appliances clean.
- Communicating well with fellow team members to ensure a fantastic customer experience.
- Being an ambassador of fun and positivity!

Leadership & Activities

**Blackbook Studio
Visual Merchandiser**

Riverside, Illinois
April 2021 – May 2021

**Blackbook Studio
Visual Merchandiser**

Riverside, Illinois
November 2021 – December 2021

**Blackbook Studio
Visual Merchandiser**

Riverside, Illinois
November 2023 – November 2023

- Creating window illustration displays for an animation studio.
- Displays were only temporary.

**Metropolitan Family Services
Volunteer**

Chicago, Illinois
July 2022 – July 2022

- Setting up tents for family programs.
- Setting up games for kids.
- Assisting in the temporary glitter tattoo booth.

Skills & Interests

Technical: Familiar with google software, Mailchimp, Little Green Light, Sawyer, Canva, Procreate and Adobe Illustrator.

Language: Spanish but very little.

Interests: Anything to do with art, curation, fashion, makeup, tattoos, collecting and house plants.