

MARGARITA MATTA

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EDUCATION

University of Pennsylvania, College of Arts & Sciences

May 2025

Magna Cum Laude with Honors, Bachelor of Arts

GPA: 3.71/4.0

Majors: History of Art and English (concentration in Creative Writing)

Activities: Kelly Writers House, Penn Art Review, Teaching Assistant for Inequality in Arts and Design, Arthur Ross Student

Advisory Board, Creative Chair for Sigma Delta Tau

Selected Courses:

- Received grant for travel seminar to Venice Biennale; researched and presented on national pavilions and contemporary artists
- Collaborated with the Neumann Family Collection to curate a campus exhibition; featured in *Hyperallergic*

PROFESSIONAL EXPERIENCE

Pace Gallery New York, NY *Gallery Assistant*

June 2025 - August 2026

- Serve as first point of contact for VIPs and visitors, managing exhibition operations and daily gallery functions
- Assist Sales Director during and after her maternity leave by supporting sales workflows, client inquiries, and shipping logistics
- Produce weekly auction reports for sales teams to track artist performance and market activity
- Conducted provenance research for Pablo Picasso with Senior Director of Research & Archives
- Created weekly summaries of relevant artist and industry news for Communications team

Starker Art Advisory New York, NY *Intern*

June 2024 - March 2025

- Filed gallery previews, created large-scale Excel sheets for artists, and prepared presentations for clients
- Performed secondary market research using ArtNet

Paramount, Creative and Strategy New York, NY *Editorial Intern*

June – August 2024

- Wrote corporate ads, brainstormed marketing strategies, and created copy for CBS and Nickelodeon
- Created and presented Q2 strategy deck for creative department heads summarizing major industry news and trends
- Assisted in research, influencer marketing, and creative direction for clients including CBS, Paramount Pictures, and Nickelodeon

Bomb Magazine New York, NY *Editorial Intern*

May – August 2023

- Transcribed interviews, proofread, and fact-checked 15+ articles and 35+ social media posts
- Built new website using HTML code as part of team of three interns

Musée Magazine New York, NY *Writing Intern*

June – November 2022

- Wrote 14 published articles and collaborated in daily team meetings with a group of 12 colleagues
- Attended 2+ photography exhibition openings weekly to interview artists, curators, and gallery staff

Estorick Collection of Modern Italian Art London, UK *Gallery Docent*

September – December 2021

- Sold and organized gallery merchandise, oversaw ticket sales of 50+ guests daily, and conducted gallery tours

LEADERSHIP & EXTRACURRICULARS

Under the Button Philadelphia, PA *Editor-in-Chief*

January – December 2024

- Managed a staff of 45+ active writers, editors, and videographers of Penn's top satirical magazine
- Edited 5+ articles weekly, managed website for SEO, and met with alumni and guest speakers
- Grew Instagram by 6K followers during tenure

Arthur Ross Gallery Philadelphia, PA *Student Docent, Student Advisory Board Member*

August 2023 – May 2025

- Gave exhibition tours for 2 hours weekly
- Served on student advisory board to create programming and advertising for gallery

SKILLS & ACTIVITIES

Skills: Artnet, Artsy, Photography, Adobe Suite, Microsoft Office, HTML Coding, Fact-checking, Proofreading, Asana

Language: Spanish (professionally and conversationally fluent)