

**DANIEL CASTRO**  
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### **EDUCATION**

**State University of New York, Purchase College** May, 2020  
Bachelor of Fine Arts (B.F.A.), Painting and Drawing  
Honors: *summa cum laude*; Dean's List (2018-2020)

### **WORK EXPERIENCE**

**Artist Assistant, Brooklyn, New York** 2021-Present

Responsibilities include:

- Building canvas frames
- Stretching and preparing canvases
- Studio upkeep
- Other miscellaneous tasks

**Uncommon Goods LLC, Brooklyn, New York** Seasonal, 2020-2021  
Position: Outbound Packer

Responsibilities included:

- Pack customer orders.
- Work with Exception Dept. to fix incorrect or improperly packaged orders.
- Assist with overflow work.

**Bernstein Litowitz Berger & Grossmann LLP, New York, New York** Summer, 2019  
Position: Records Department Assistant

Responsibilities included:

- Enter documents and files into Legal Key file management system for future use.
- Place documents in storage facility after logging in tracking database.
- Destroy confidential files; receive, sort and distribute mail/packages.

**State University of New York, Westchester Community College** 2017/2018  
Fine Arts Gallery - Position: Gallery Manager

Responsibilities included:

- Work with gallery director to develop installation/removal schedule for semester.
- Ensure that gallery walls and floors are maintained clean and in a professional manner.
- Ensure that artworks are mounted, installed, and otherwise displayed in a professional manner, based on consultations with gallery director and exhibiting artists.
- Miscellaneous additional tasks/duties as assigned by gallery director.

### **SKILLS**

- General knowledge of Microsoft Office as well as Adobe Photoshop; Familiar with power tools and have a clean driving record.