



Iris Jaffe

FOUNDER AND CEO

Utilizes the passionate threads of art history, fine art, graphic design, photography, fashion, digital media, social media, and all things colorful to weave a story about the human experience that is as timeless as it is contemporary.

CONTACT

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🌐 www.irisjaffe.com

PROFESSIONAL SKILLS

Exemplary skills in:

- Written and visual communication
- Emotional intelligence and empathy
- Creative strategy, execution, and analysis
- Attention to detail with big picture thinking
- Time management and prioritization
- Problem solving and critical thinking
- Strategic planning
- Innovation and experimentation
- Leadership and staff management



PERSONAL SUMMARY

- Multi-talented Ivy League graduate and professional fine artist with 20+ years experience producing relatable creative content that captures timeless aspects of the human experience in a present day aesthetic.
- Dynamic out-of-the-box thinker, inquisitive scholar, and lifetime learner that utilizes cross-disciplinary research and intuitive thinking to approach problem-solving, strategic planning, and content creation. .
- Expert project manager with over two decades experience, adept at managing and organizing large volumes of information, navigating complex systems and interpersonal networks, and creating systems for organization, management, and production that compliment both subjective and universal work flows.
- Effective communicator, manager, leader, and team player knowledgeable in organizing information for concept retention and captivating limited attention, and delegating tasks and managing staff for efficiency and workplace harmony,



EDUCATION

- | | |
|--|-------------|
| Bachelor of Arts with Honors
Brown University
GPA: 3.9 | 2000 - 2004 |
| High School Diploma
Edgemont Jr. / Sr. High School
Cum Laude, AP Scholar with Honors | 1996 - 2000 |



PROFESSIONAL SUMMARY

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| Iris Jaffe Studio
Founder and CEO | 2000 - PRESENT |
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IRIS JAFFE

FOUNDER AND CEO



- Collaboration and building/maintaining relationships
- Self-motivation, discipline, patience, and perseverance
- Research
- Digital and physical organization

TECHNICAL SKILLS

Technical skills in:

- Painting, sculpture, installation, photography and digital art
- Art studio management
- Business planning
- financial planning and budgeting
- marketing and graphic design
- website design and management
- social media content creation
- composition and color theory

LANGUAGES

- English (Fluent)
- Spanish (Conversational)

OTHER

- NY State Driver's License



PROFESSIONAL SUMMARY

- Design, develop and produce visually and conceptually coherent series of fine artworks, exhibit artwork in group, solo, and virtual contexts, design, implement, and manage www.irisjaffe.com to showcase portfolio of fine artworks, author bio, CV, and artist's statements, artwork descriptions, and other promotional materials to publicize artwork and create an enriched audience experience.

APRIL - JUNE 2024-

- Curated and organized a group show titled *Brain Candy* about neuroaesthetics at independent gallery, Peep Space, with 12 artists and 20 works, which became a "What to See" show in Hyperallergic. Handled all consignments, insurance, shipping, press outreach, publication / event listings, social media marketing, exhibition email list and campaign; co-installed art works; created exhibition press release, show announcement, checklist and price list; created / displayed documentary video on neuroaesthetics; organized and moderated panel discussion on neuroaesthetics with neuroscientist Ed Vessel and two artists in the exhibition and edited video documentation of panel.

The Goods

2024- PRESENT

Founder and CEO

- Design, curate, source, and manufacture costume jewelry to align with brand vision, story for the consumer, larger-picture brand growth.
- Design and execute brand logo, concept, story, and packaging, marketing graphics and copy, styling, display, and photo-documentation of jewelry, e-commerce website / sales platform, social media content and marketing, shipping and fulfillment center, target customer reserach, etc.

Jaffe-Webster Properties, Inc., Mirjaf, Inc., Broja-Mijh, Inc., Mirard, Inc., MIJH LLC

2020 - PRESENT

Property and Accounts Manager,

- Property and accounts manager for 4 commercial real estate corporations and 1 LLC that own and manage two shopping centers (approx 10 stores ea.), three freestanding retail structures, and two residential properties.
- Market vacant stores, negotiate LOIs, leases, and vendor contracts, handle all maintenance, repairs, and upgrades, perform monthly and annual bookkeeping and bank reconciliations, handle all bill pays and

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AWARDS AND CERTIFICATES

- 2013 Certification of Completion for Fast Trac New Venture Program from the NYC Department of Small Business Services
- 27 credits towards an MFA in studio art completed at Queens College
- 2006 Post-Baccalaureate Certificate in Studio Art from Brandeis University
- 2006 Leonard Bernstein Festival of the Arts Grant from Brandeis University
- 2006 Teaching Fellowship from Brandeis University,
- 2024 Weston Award for Excellence in Fine Arts from Brown University
- 2024 Honors Award for Visual Arts from Brown University
- 2003 Pont-Aven School of Contemporary Art Scholarship from Rhode Island School of Design
- UTRA Research Grant, Brown University, 2002



- deposits, prepare short / long term budget and capital maintenance schedule, comply with government regulations, and manage tenants.

Tom Sachs Studio LLC

MAY 2008 - JULY 2011

Studio Manager, Accounts Manager, Project Manager

- Hired and managed support staff of 20 for artist studio to support bluechip gallery artist, Tom Sachs. Advised artist / CEO on all staffing issues.
- Served as primarily liaison to gallerists, museum professionals, curators, press, photographers, collectors, non-profit art organizations, shipping, support technicians and freelance contractors, executive assistant to artist / CEO, studio bookkeeper, and HR (processed payroll w/taxes, small group health insurance plan etc.).
- Managed studio budget, cash flow and financial projections, handled all gov't paperwork and registration, reviewed legal contracts and insurance, assisted with artworks registration, organized quotes for shipping, construction, and major purchases, coordinated extensive travel arrangements and itineraries.
- Managed budget and production schedule for multi-million dollar bronze sculpture project, designed the front-end of custom artworks database and phone app for studio
- Built administrative structure in the form of job descriptions, studio-wide instruction manuals, templates, digital and manual filing systems, managed studio schedule (coordinated internal production to meet external deadlines),

Ronald Feldman Fine Arts

DECEMBER 2006 - MAY 2008

Executive Assistant

- Served as executive assistant to art historically renown art gallerist, Ronald Feldman and assisted him with all gallery, non-profit, and political projects