

KOTA KHAN

Brooklyn, New York | kota@kotakhan.com | [linkedin.com/in/kotakhan](https://www.linkedin.com/in/kotakhan)

EDUCATION

Hunter College, New York, NY *Bachelor of Fine Arts in Studio Arts, Magna cum laude* May 2026
University of Pittsburgh, Pittsburgh, PA *Bachelor of Science in Psychology* May 2021

PROFESSIONAL EXPERIENCE

Gallery & Production Assistant

CUE Art, New York, NY 2024 – 2026

- Managed administrative coordination for exhibitions, public programs, and interdisciplinary activations at a contemporary arts nonprofit, including scheduling, meeting preparation, artist and partner communications, documentation, and tracking project materials and deadlines
- Produced exhibition floor plans, installation layouts, and catalogue templates using Adobe Illustrator, InDesign, and SketchUp for 10+ exhibitions, artist projects, and public programs
- Reviewed exhibition submissions for eligibility and alignment with organizational mission and programming
- Coordinated artwork logistics and exhibition installation with artists, vendors, and gallery staff

Teaching Assistant: Advanced Sculpture

Hunter College, New York, NY 2025 – 2026

- Assisted instruction in mold-making, casting, woodworking, and sculptural fabrication for 30 undergraduate students through demonstrations, individualized technical guidance, and coordination of studio activities
- Prepared molds, casting materials, tools, and equipment while maintaining workshop safety protocols
- Delivered an artist lecture on interdisciplinary sculptural practice, material experimentation, and fabrication

Production Coordinator

The Fusion Collective, New York, NY 2025 – 2026

- Managed budgets, staffing, inventory, venue logistics, and equipment rentals for multidisciplinary arts events serving 100+ attendees
- Coordinated production timelines, artist communications, installation logistics, and event-day operations across artists, vendors, and internal teams
- Coordinated artist recruitment, public programming, audience engagement, and production schedules across concurrent projects

Senior Medical Assistant, Dermatology & Neurology

NYP-BMH, New York, NY 2021 – 2024

- Served as a primary point of contact for patients, physicians, social workers, and senior executives in high-volume specialty practices, coordinating communication across clinical teams
- Managed scheduling, electronic records, referrals, prior authorizations, documentation, and interdisciplinary communication while maintaining accuracy, confidentiality, and HIPAA compliance
- Coordinated patient care logistics and assisted physicians with EMGs, biopsies, wound care, phototherapy, suture removals, therapeutic Botox injections, and other clinical procedures

Technical Expert

Apple Inc., Pittsburgh, PA 2018 – 2021

- Diagnosed and resolved 30+ hardware and software issues daily across in-person and virtual formats
- Delivered tailored product education and technical support across macOS, iOS, and Apple hardware
- Collaborated with Apple Geniuses and Pros to facilitate customer workshops and educational programming

SKILLS

Tools and Software: Microsoft Office Suite (Word, PowerPoint, Excel, Outlook), Google Workspace, Adobe Creative Cloud (Illustrator, Photoshop, InDesign), SketchUp, Mailchimp, Canva, Zoom, Asana, Airtable

Competencies: Administrative Coordination, Calendar and Schedule Management, Event and Production Coordination, Budget and Expense Tracking, Documentation and Data Management, Public Programming