





# NICHOLAS GALLO

ARTIST & ILLUSTRATOR

 603-718-9949

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 Boston, MA (Willing to Relocate)

 [www.nicholasgalloart.com](http://www.nicholasgalloart.com)

## EDUCATION

**RHODE ISLAND SCHOOL OF  
DESIGN (RISD)**  
**PROVIDENCE, RI**  
(BFA) BACHELOR OF FINE ARTS,  
ILLUSTRATION

## SKILLS

- Creative Inputs
- Data entry
- Organization/Detail Oriented
- Multitasking
- Note-taking
- Administration
- Document Preparation
- Languages: English & Portuguese

## SOFTWARE

- Adobe Photoshop, Illustrator & Acrobat
- Procreate
- Microsoft Office Suite (Word, Excel, Outlook)
- AIA Contracts

## EXPERIENCE

### **SOUTH SHORE GUNITE POOLS & SPAS (SSG)**

Commercial Department Secretary

September 2023 - Present

- Aided the company's team in assisting in document preparation, a wide range of data entry, and maintaining departmental records.
- Composed and prepared submittals and maintenance & operation manuals for the equipment of swimming pool projects.
- Handled preparation of monthly payment applications (AIA documents) to be notarized and sent out to owners,
- Attended weekly meetings and note-taking.
- Logging and tracking hours of construction phases.
- Will take on any additional tasks requested by the department manager (Scanning documents, organizing files, communicating information to supervisors, etc.)
- Archived architectural plans/drawings
- A high level of detail and time management was maintained and regulated.

### **PIXAR ANIMATION STUDIOS - STORY WORKSHOP**

Workshop Participant

February 2023

Participant in Pixar's two-week story workshop program. Students developed 20-25 storyboard drawing panels depicting a story of a personal experience. First week consisted of intense feedback among other participants and Pixar story artists, allowing for reiterations to be made the following week.

- Developed a higher understanding of the storyboarding process of feature animation
- Gained experience in story pitching, compositing work, and problem-solving skills
- High levels of time management

### **SSG GUARINO'S SWIMMING POOL SERVICE**

Assistant Tech

June 2020 - July 2022

Ensured customer satisfaction by opening, maintaining, and cleaning residential and commercial swimming pools