JOVANA GAVRILOVIC

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Portfolio Link

EDUCATION

Parsons School of Design, The New School New York, NY
Master of Fine Arts in Design and Technology (STEM Designated), May 2026

The University of Chicago, Chicago, IL
Bachelor of Arts in English Literature, June 2019
Honors: Dean's List (2016-2019)

EXPERIENCE

Waiting Room Publishing New York, NY
Editorial Design Intern, September 2025 – Present
- Conceptualized and presented design concepts for multiple articles across magazines, translating briefs into cohesive visual narratives that enhanced storytelling
- Created bespoke visual assets including hand-lettering, illustrations, and mixed-media elements to support article themes and engage readers
- Designed multi-page editorial spreads optimized for diverse readership including patients and seniors, while maintaining creative and unique visuals

Academy of American Poets New York, NY
Assistant to Executive Director & President, April 2024– December 2024
- Maintained and built out schedules for board, committee, and executive meetings, liaising across departments including but not limited to finance, archive, marketing, and development
- Crafted press releases, including ideating and researching assets that were to be provided in these releases, as well as proofread these and other transcriptions for virtual events
- Distributed and tracked payment disbursements for award winning poets, ensuring timely delivery of funds

Innovative Artists Los Angeles, CA
Assistant to Talent Agent, May 2022 – April 2023
- Gave creative ideas, pitching clients to producers and casting directors, researched roles for clients
- Scheduled meetings for agent and talent clients with casting directors, producers, publicists and other high-level executives; facilitated meetings as host and liaison
- Rolled calls and maintained close contact with clients as well as executives
- Coordinated as an assistant to Ke Huy Quan's team during his Oscar nomination in 2023; handled scheduling, PR involvement, and personal tasks as needed

SKILLS

Languages
Native in English; Fluent in Serbian; Limited working proficiency in Spanish

Computer
Proficient in Microsoft Office (Word, Excel, Teams, Outlook, and PowerPoint); Google (Drive, Docs, etc.); Adobe Suite (Photoshop, Indesign, Illustrator, etc.); Affinity Publisher 2; Figma
Limited working proficiency in Blender, MadMapper, javascript, p5js, 3D printing, machine learning (python)