

JANE SMITH

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BACHELOR OF ART HISTORY & ENGLISH LITERATURE

Energetic, creative and insightful graduate with a Bachelor of English Literature & Art History from University Name seeking to leverage history of volunteering at galleries, complemented by a passion for contemporary Canadian art. An avid photographer with a keen eye, and experience in a variety of environments with a variety of equipment. A pragmatic communicator, known for exceptional, warm customer service and professionalism. Passionate about travel and new experiences with international work experience across Canada and the UK.

CORE COMPETENCIES:

Knowledge and Passion for Contemporary Art • Digital & Film Photography • Impeccable Organizational Skills
Magazine & Newspaper Production • Data Entry & Analysis • Professional Demeanor
Excellent Communication Skills • Customer Service • Creative Visual Merchandising
Working Independently in High-Stress Environments • Administrative Duties • MS Office Suite • Photoshop CS6

EDUCATION

Bachelor of Arts - History of Art, Design & Visual Culture - *University Name - City, Province* 2012

- Awarded the **Scholarship Name** for Academic Excellence graduating with final GPA for 3.7

RELEVANT EXPERIENCE

Amateur Photographer - www.website.com 2007 - Present

- Actively maintains a blog documenting travels, art and fashion, displaying an excellent working knowledge of film and digital photography, including ownership and extensive experience with Photoshop CS6, and the use of **Canon 40D, Rebel T3i** and a variety of old film cameras

Information Guide - *Company Name - Philharmonic Gallery & Art Space - City, Province* June 2012 - August 2012

- Offered information, insight and direction to patrons for two five-hour shifts per week

Exhibition Guide - *Art Gallery Name - City, Province* August 2010 - May 2012

- Employed passion and knowledge for Canadian Contemporary art to lead tour groups of up to 20 patrons on guided tours of the museum
- Regularly attended courses offered by the museum in order to keep current on museum programming

Contributing Writer / Photographer - *Company Name - City, Province* September 2007 - April 2012

- Provided research, writing, photography and editing on a variety of arts & entertainment focused articles

Contributing Writer / Photographer / Editor - *Company Name - City, Province* March 2010 - August 2010

- Interviewed local artists, wrote articles and provided layout and copyediting for fashion magazine

ADDITIONAL EXPERIENCE

Sales Associate - *Company Name - City, Province* October 2012 - February 2013

- Provided customer service, personal shopping, organization and visual merchandising at popular clothing store

Sales Associate/ Merchandiser - *Company Name - City, Province* December 2011 - June 2012

- Assisted management in merchandising, liaising with buyers, ordering stock, visual merchandising and cashier duties at a successful independent clothing store

Administrative Assistant - *Company Name - City, Province* May 2009 - November 2011

- Provided efficient data entry, admin work, proofreading and file editing for a busy market research firm

Bartender / Barista - *Company Name - City, Province* July 2007 - August 2008

- Customer service oriented multi-tasker responsible for providing top-notch customer maintaining cleanliness, handling cash and working under pressure in a high-volume café and bar in *City Name*.
- Developed a deep knowledge and understanding of the local, sustainable foods movement