

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 service 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