

ROBERT SMITH

Art Consultant II

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SUMMARY

A full-time position as a administrative assistant or product representative for the company. To evolve in a company that is rapidly growing and respected throughout the surrounding areas. Value the company by being a leader and completing multiple tasks, and strive for excellence.

SKILLS

Artist, Art Designer.

WORK EXPERIENCE

Art Consultant II

ABC Corporation - April 2015 – July 2015

- Responsible for running the showroom, handling all of the art work that our company receives and perform several administrative duties.
- Open the store as well as closed the store.
- Manage the front office area and I was in charge of all the inventory which would come in and out of the store, and certain framing repairs from different companies.
- Also manage the company website along with all of the marketing for the business.
- Worked well with individual designers and large furniture companies such as Baers, Robb & Stucky, etc.
- Sales Professional & Pandora account manager.
- Assist clients with selection and negotiation of fine art purchases, particularly from modern masters.

Art Consultant

ABC Corporation - 2013 – 2015

- Planned and directed lessons and projects in the fine arts for grades Kindergarten through 8th.
- Designed a curriculum which developed Illinois State Education goals and promoted enjoyment of the creative process, craftsmanship and appreciation of the fine arts.
- Created projects using a wide variety of media which taught art concepts and skills.
- Focused many projects on famous works of art, made cross-curricular connections and promoted multicultural awareness.
- Administered student assessments including the Illinois State Aptitude Test.
- Students regularly scored above the state average in the fine arts subjects.
- Planned and directed a successful after school art program and a yearly fine arts fair..

SCHOLASTICS

- Associate's in Legal Studies - (Edison State College)