

# ROBERT SMITH

## Sr. Art consultant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Highly organized with the ability to manage multiple projects and meet deadlines. Solid office management, communications, advertising and sales experience. A strong work ethic combined with a commitment to excellence in all projects undertaken.

### CORE COMPETENCIES

Microsoft Office, Photoshop, Powerpoint Presentations, Excel, Customer Service.

### PROFESSIONAL EXPERIENCE

#### Sr. Art consultant

ABC Corporation - April 2015 – July 2015

##### Key Deliverables:

- Consulting with customers to find art to add to their collection.
- An integral team member for a results-oriented company that achieved a high sales volume of art and art installations.
- Cultivated relationships with clients and artists that were long-standing and drove sales.
- Developed effective advertising campaigns in national publications to promote exhibitions
- Developed, organized and executed logistics for multi-faceted art exhibitions.
- Educating and selling a new product concept to potential clients, through a trial pop up gallery.
- Discussing the clients needs, preferences and environment to determine what pieces to work with.
- Writing and placing orders once the client is satisfied.

#### Art Consultant

ABC Corporation - 2014 – 2015

##### Key Deliverables:

- At Framing Wholesalers, I was responsible for running the showroom, handling all of the art work that our company received and I did several administrative duties.
- Opened the store as well as closed the store Monday through Friday.
- Sold many pieces of original artwork.
- Managed 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 managed 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.

### EDUCATION

2259 Oak Street, Old Forge, New York, 13420

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- High School Diploma - (HAWAIIAN MISSION ACADEMY - Honolulu, HI)