

Robert Smith

Gallery Manager III

PERSONAL STATEMENT

Dedicated and experienced graphic designer seeking a position where strengths in problem solving and design expertise will be utilized and challenged.

WORK EXPERIENCE

Gallery Manager III

ABC Corporation - June 2009 - June 2012

Responsibilities:

- Located artworks for inventory purchases both publicly and privately, vetted them for condition, communicated condition to gallery owner or client, assisted in transactions.
- Purchased inventory both privately and publicly.
- Managed all conservation, framing and shipping of historically significant artworks including but not limited to prints, drawings and sculptures.
- Organized the relocation of 500 + artworks, gallery computer system, fixtures and records.
- Managed seasonal fine art gallery and work by over 30 artists.
- Organized fine art classes and musical events.
- Curated Gallery/Assist customers.

Gallery Manager

Delta Corporation - 2005 - 2009

Responsibilities:

- Managing the daily operations of two galleries and sales associates.
- Shipping, receiving, displaying, and sale of artwork and hand-made jewelry.
- Write the schedule, reach out to clients, create signage, place orders, handle deposits, hire and train new employees, and ensure customer .
- Management & implementation of daily gallery operations - Sales - Graphic Design - Lighting Design - Event / Exhibit planning & coordination.
- Included all ordering of merchandise, daily computer sales reports, hiring, training and managing staff and handling accounts payable.
- Planned and designed monthly window displays.
- Manage all shipping and production logistics, for exhibitions, fairs, collections, and loans.

Education

Masters in Arts Leadership and Administration - 2013(Colorado State University - Fort Collins, CO)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

SKILLS

Microsoft Office, MAC
OSX, Social Media,
Adobe Photoshop, Adobe
Illustrator, HTML,
Mailchimp, HootSuite.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)