

Robert Smith

Art Consultant/Coordinator

PERSONAL STATEMENT

Consistently received outstanding performance evaluations in all positions held. High moral standards, consistently seeking best interest of employer and clients. Proficient in planning and execution in timecritical environments. Proven ability to quickly grasp company needs and implement successful strategic plans.

WORK EXPERIENCE

Art Consultant/Coordinator

ABC Corporation - December 2001 - July 2003

Responsibilities:

- Create multiple potential color palettes for the new CIS website.
- Coordinate with owners on finalizing color choices based on brand identity.
- Suggested design changes to draw the users eye to key information, as well as improve the overall aesthetic.
- Photograph business, sites, and employees for use throughout the website.
- Contribute to the creation of the new, soon to be live CIS website.
- Coordinat with management to find solutions to artistic concerns.
- Skills Used Photoshop HTML and CSS Photography & Editing.

ART CONSULTANT

COSMOPOLITAN FINE ARTS SAN DIEGO - 1997 - 2001

Responsibilities:

- Conducted extensive Internet research on potential acquisition.
- Provided superior administrative support to the owner of the gallery, including correspondence, legal documents, financial management, events/logistic coordination, communications and policy compliance, and problem resolution.
- Conducted extensive Internet research on potential acquisition.
- Suggested art work to clients after evaluating their place, their outlook, the space available, and the reason to own the artwork.
- Process all necessary documents before the delivery.
- Provide customer care whenever needed..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

BA in Art Studio - 2010(University of California at Davis - Davis, CA)

CONTACT DETAILS

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

SKILLS

Art Supervisor,
Technician.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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