

ROBERT SMITH

Gallery Manager/Executive

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Energetic gallery manager with excellent multitasking skills and sales experience. Currently seeking to acquire and develop new skills, and grow professionally. Committed to delivering high quality results with little supervision. Organized, Professional, and Driven.

EXPERIENCE

Gallery Manager/Executive

ABC Corporation - SEPTEMBER 2014 - NOVEMBER 2015

- Supervised up to 50 Guest Relations Hosts throughout museum.
- Oversaw the daily operation and appearance of museum galleries.
- Handled hanging, tagging and signage for shows.
- Coordinated publicity for shows with art center.
- Ensured the smooth day-to-day operation of the gallery, overseeing artwork sales.
- Developed and maintained the gallery's front-end bookkeeping, ledger outgoing payments for both gallery and arts club spaces, catalogue acquisitions, keep records and archives.
- Maintained ongoing promotional and advertising material for the gallery, develop and update the gallery website.

Gallery Manager

Delta Corporation - 2011 - 2014

- Store Co-Manager with my wife managed merchandising and sales records, cash register, sales floor and supervised three part-time employees.
- Also in charge of packaging, shipping, general maintenance. This was a seasonal position (May-Sept 2015).
- We lived in an apartment above the gallery.
- Located at the entrance to Denali National Park, Alaska.
- Assisting the gallery owner, with gathering images and statements for exhibits Drafting press releases Research Shipping Cleaning the gallery .
- Manage inventory and document items Design, plan, and implement exhibits Install, construct, and de-install exhibits on a deadline Identify and .
- Responsible for all aspects of the day to day operations of the Gallery, a high end boutique.

EDUCATION

- B.A. in Communications - (Universidad del Sagrado Corazon - San Juan, PR)

SKILLS

Adobe Creative Suite, Adobe Creative Suite, Management Experience, Customer Service.