

Gallery Manager

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

A visual artist, with a concentration in oil and acrylic paintings, wish to obtain a position that will challenge as well as enhance visual creativity with possibility of growth within a company of like-minded individuals.

Skills

Proficient in Adobe Photoshop, InDesign, and Final Cut Pro software applications

Work Experience

Gallery Manager

ABC Corporation - August 2010 - October 2012

- Reported directly to gallery owner to create a Business Plan and maintain an overall Gallery concept.
- Created both Opening and Closing procedures for the Gallery.
- Created the training programs for existing staff and new hire programs.
- Wrote Artists Biographies for represented artists and created each Artists mission statement.
- Placed orders with Artists in residence and managed all incoming inventory.
- Personally represented the Gallery in business transactions between Artists and Management Teams.
- Negotiated all gallery sales, phone sales, and internet orders.

Gallery Manager

Delta Corporation - 2005 - 2010

- Managed all international and domestic shipments between our shipping warehouse and clients.
- Resolved any insurance claims and foreign customs claims for artwork shipped overseas.
- Oversaw daily operations of top-tier mid-century modern furniture and decorative arts gallery Developed relationships and facilitated the design .
- Responsible for gallery management, marketing development, accounting, and host of gallery shows.
- Oversaw online marketing schedule and communicated with clients Managed day of logistics of art auctions and special events Built relationships with .
- Responsible for all aspects of the day to day operations of the Gallery, a high end boutique.
- Inventory control, sales, staffing and guest relations.

Education

Diploma - (North Park University - Chicago, IL)