

# ROBERT SMITH

## Asst. Gallery Manager

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

### SUMMARY

Seeking a position in a reputed company where can utilize experience and pursue successful career.

### CORE COMPETENCIES

Microsoft Office, Adobe Photoshop, Tax Preparation, Quickbooks, Spanish Fluency.

### PROFESSIONAL EXPERIENCE

#### Asst. Gallery Manager

**ABC Corporation - October 2012 – July 2015**

##### Key Deliverables:

- Organized an overhaul of the gallery's art inventory.
- Supervised the gallery's transition to its new location on Lincoln Road.
- Facilitated communication between clients and the Director.
- Managed phone calls and e-mail correspondence.
- Responded to client and artist requests.
- Coordinated special events for gallery exhibitions.
- Coordinated shipping logistics with FedEx, UPS, and art shippers for shipments to and from gallery.

#### Gallery Manager

**Delta Corporation - 2008 – 2012**

##### Key Deliverables:

- Managed data entry and bookkeeping with Quickbooks.
- Handled and packed artwork for storage and transportation.
- Created a friendly knowledgeable environment for customers. Maintained gift shop and completed cash and electronic transactions efficiently.
- Sales; customer and artist relations; write and distribute press releases; expand/maintain media contact list; manage art inventory; schedule, .
- Supervise Gallery Assistant.
- Report gallery status to owners.
- Supervisor William Tregoning (216) 281-8626 Experience with computer programs GalleryPro, Microsoft Office maintain databases, record keeping.

### EDUCATION

- Master's in Public Administration - 2012(Florida International University - Miami, FL)