

# Robert Smith

## Product Artist

### PERSONAL STATEMENT

Joint leader and result motivated professional presenting 15+ years of experience within the specializing in administrative duties providing top-notch support to VPs, directors and managers. Skilled in creating a thriving culture of motivated employees in a professional office arena. As well as adeptly handle administrative matters including screening calls, managing calendars, planning meetings, making travel arrangements, composing documents and organizing offices for efficiency.

### WORK EXPERIENCE

#### Product Artist

##### PROFESSIONAL MAKE-UP - 2003 - 2019

###### Responsibilities:

- Specializing in film productions, photo shoots, and offering free services to cancer patients and homeless through charity work.
- Budgeting, marketing, product sells, inventory and business structure.
- Hiring employees to outsource work during heavier time of year.
- Alter or maintain appearance of client during productions, compensating for lighting changes or to achieve client looks.
- Analyze a script, noting events that affect each characters appearance, so that plans can be made for each scene.
- Adhering to health code standards.
- Apply makeup to enhance, and/or alter the appearance of people appearing in productions such as movies.

#### Artist

##### M3Grafix - 2001 - 2003

###### Responsibilities:

- Responsibilities Started as an intern working on flash animations, concept art for animations and commercials, logo design (from concept to completion), video editing, 3D modeling, texturing, and illustrations
- Accomplishments I went from an intern to resident artist
- I made an impact in local businesses providing them with the look they wanted/needed
- I provided an increasing need for an illustrator who could adapt and learn new things in a fast amount of time
- Skills Used Developed working knowledge of Blender, Flash, Premiere CS4, Illustrator, and responsibilities in a production pipeline
- Consistently used Photoshop CS4, digital and traditional illustration
- Improved my skills in communication with clients and colleagues.

### Education

Associates in Business - 2016(Texarkana College - Texarkana, TX)

### CONTACT DETAILS

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### SKILLS

Sales.

### LANGUAGES

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

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

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