

Robert Smith

Sr. Gallery Manager

PERSONAL STATEMENT

To obtain a position within the company that will allow to use skills and work experience to further develop professionally. Motivated leader with strong organizational and prioritization abilities.

WORK EXPERIENCE

Sr. Gallery Manager

Panorama Framing & Art Gallery - August 2015 - 2020

Responsibilities:

- Curated and managed art exhibition programing of local emerging artists.
- Managed gallery related operations and administrative tasks including marketing, websites and social media.
- Wrote exhibition summary and materials, press releases, email newsletters.
- Installed & de-installed exhibitions.
- Coordinated and host monthly opening events.
- Fostered existing relationships, seek out new potential artists & clients.
- Managed & maintain art inventory and artist contracts.

Gallery Manager

Delta Corporation - 2012 - 2015

Responsibilities:

- Track all art sales and accounting related to the gallery.
- Gallery Manager Customer service/cash handling/daily operations Ordering/receiving/shipping/inventory control Coordinating.
- Other relevant experience Wilsons Suede & Leather - Sales Suncoast Video - Assistant manager Colorado Pen Company .
- Assistant curator planned, organized and presented exhibitions.
- Managed gallery archive and library, and art loans.
- Public relations; wrote catalogue essays and press releases.
- Display and Sale of Southwest and Native American Art.

Education

B.F.A. in Painting - 2011(San Francisco Art Institute)

CONTACT DETAILS

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

SKILLS

Basic Computer And
Website Development.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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