

ROBERT SMITH

Gallery Manager II

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

SUMMARY

To obtain a position with a company that allows to use talents and skills in a competitive and challenging environment and where can serve the organization and establish an enjoyable long term career.

CORE COMPETENCIES

Adobe Creative Suite: InDesign, Photoshop, Illustrator, Flash, Dreamweaver.

PROFESSIONAL EXPERIENCE

Gallery Manager II

Hamilton Williams Gallery - 2014 – 2020

Key Deliverables:

- Maintained and improved the artistic and commercial success of the gallery.
- Assessed and elected artist / artwork.
- Implemented marketing strategies to increase sales.
- Organized and promoted exhibitions and gallery artists.
- Developed and maintained relationships with artists and clientele.
- Maintained gallery and online orders.
- Maintained client and artist database.

Gallery Manager

Delta Corporation - 2011 – 2016

Key Deliverables:

- Updating online websites.
- Supervising and training gallery staff.
- Handle the planning, forecasting and budgeting for the art program.
- Manage database information and bulk mailings.
- Client relationships, sales, correspondence and customer service.
- Sourced, hired and managed gallery employees.
- Initiated and oversaw all art fair related tasks and booth design.

EDUCATION

Associates in Nursing - (Western Piedmont Community College / McDowell Technical Community College)

