

ROBERT SMITH

Artist Director

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

SUMMARY

Administrative Skills Accounts payables, receivables & auditing Appointment scheduling Develop, coordinate & implement programs Enforce customer relations policies Financial statement reconciliation Initiatives/proposals improving customer relations Marketing sales products & services Operational logistics Policy & procedure development Preliminary selection of employment candidates Team building for performance improvement Trained & supervised new hires Community Relations Experience Assessed resources needed for outreach Collaborate with organizations for fundraising Communicate with conventions bureaus/vendors Create agendas/plan of action for event activity Define goals & objectives for outreach programs Develop promotional materials Facilitate event planning meetings Mentor students building life application skills Plan travel arrangements within budget Promote cultural awareness in each project Recommend support services for special needs Report critical issues and occurrences Strategize incentives to recruit volunteers Wrote training manuals and procedures Computer Skills Microsoft Word, Excel, Publisher, Access, Outlook & PowerPoint Windows 3.

CORE COMPETENCIES

Graphic Design, Photoshop, Illustrator, Microsoft Word, Excel, PowerPoint, Organization; Ability To Assess And Prioritize Multiple Tasks, Ability To Work In Fast Paced Environment And Product Presentation, Inventory Management, and Team Leadership.

PROFESSIONAL EXPERIENCE

Artist Director

ABC Corporation - January 2013 – July 2013

Key Deliverables:

- Owned and operated an art studio in a prominent downtown area.
- Created art and sold art to clients and commissioned art work.
- Worked with art community to build programs such as "First Fridays" inviting locals out to the art district and offering wine and food; for their enjoyment and viewing of the different artists.
- Creating awareness of the Downtown Art District using social media and hosting co-op gallery events.
- Increase awareness to help drive customer traffic into the art studios using custom made flyers and brochures.
- Creating a website for my art work to increase awareness in the local and international market.
- Accomplishments Became the youngest artist in the art district to own and operate an art studio.

Artist

ABC Corporation - 2008 – 2013

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Key Deliverables:

- Designed and output jobs digitally
- Coordinated production and logistics of prepared materials
- Designated responsibilities to associates
- Achievements Setup and configured new computer system and network
- Improved speed and efficiency of production
- Learned every part of production in the company
- The Amsterdam Recorder, Amsterdam NY 1993 - 1997

EDUCATION

BA in Art Studio - 2010(Coastal Carolina University - Conway, SC)

