

## Objective

An art gallery business operations manager and also a painter and creator of community art. Study has included multimedia art, graphic design, illustration and advertising.

## Skills

Microsoft Word, Microsoft Publisher, Microsoft Access, Sharepoint, Photoshop.

## Work Experience

### Gallery Manager/Representative

**Studio 333** - February 2015 – 2020

- Plann of art shows featuring guest artists.
- Inventory control, sales, staffing and guest relations.
- Coordinate transportation of work to and from the gallery, both nationally and internationally.
- Organize equipment hires and ensure correct installation of the artwork.
- Develope commercial relationship with the clients and achieved high volume of sales in a competitive market.
- Meet with community leaders to develop cooperation and organize charity events to contribute to the community though the sale of various pieces.
- Responsible for gallery operations including Opening and closing gallery, ordering supplies, customer service and sales, working with artists.

### Gallery Manager

**Delta Corporation** - 2010 – 2015

- Committee leadership, budget, planning and overseeing installation, presentation, and promotion of approximately six high-quality fine art shows per .
- Positive reviews of exhibitions by students, faculty, administration, and press (Tribune-Review and Pop City).
- Skills Used Management Art direction Curating Space design Art exhibit installation.
- Managed gallery sales Produced gallery marketing materials Tracked gallery projects and staff tasks Gallery sales and client contact.
- Maintain premises - plants, rugs, lighting, art labels, art work.
- Work with artists to put together shows - primary and secondary meetings, collection of all materials, mail out invitations, installation, opening.
- Began as an intern; my promotion to gallery manager handled all financial and clerical duties associated with the gallery and its non-profit .

## Education

Master of Arts in Transformative Art - 2007(John F. Kennedy University San Francisco - San Francisco, CA)