

ROBERT SMITH

Curator

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

SUMMARY

Experience developing and managing annual operating budgets and varying budget lines. Skilled administrator of policies and procedures. Successful experience with developing and implementing multi-level strategic and business plans.

CORE COMPETENCIES

Typing, Data research; Writing, Registration programming, lecture, Teach.

PROFESSIONAL EXPERIENCE

Curator

ABC Corporation - August 2009 – March 2014

Key Deliverables:

- Led staff and volunteers in daily operations including guest services, security, and maintenance.
- Served as a lead contact for all inquiries, including responding to research requests.
- Created and maintained a budget and oversaw campaigns, grant writing and fundraising strategies.
- Supervised the rebranding of the organization through a rigorous grassroots marketing campaign.
- Promoted the museum through public outreach via various media outlets and marketing collaterals.
- Managed and developed the museums revenue income by securing corporate sponsorships and grants, increasing individual giving, supporting personal relationships with museum members and patrons, and launching a successful capital campaign.
- Created an educational curriculum for grades 2-7 in accordance with state and federal core curriculum requirements, including the development of online resources, learning outcomes, and educator-based pre/post-visit assessment tools.

Curator

ABC Corporation - 2007 – 2009

Key Deliverables:

- Established a gallery presence for exhibitions in the senior year.
- "Traps" Fall 2011 Group Exhibition, and "Here and There" Spring 2012 (with 2 locations) with Ms.
- Katrina Fong.
- Developed Posters, and press releases for the group exhibition and a collaborative show.
- Created the Graphics for the wall labeling.
- Organized the show to have a beautiful flow.
- Handled all the work in uninstal of the previous shows and Installation of the new shows..

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EDUCATION

- Master of Arts in History - (Buffalo State College - Buffalo, NY)