

Art Consultant

ROBERT SMITH

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Objective

Self-motivated with strong analytical and listening skills Flexible with an ability to extend working hours Ability to perform various activities while standing, kneeling, bending and walking Outgoing personality, reliable, honest and creative thinking.

Skills

Woodworking, Manual drafting, Drawing, Drafting, Model Making, Rendering.

Work Experience

Art Consultant

ABC Corporation - May 1998 - June 2000

- Taught middle school students Arabic and French Literature.
- Present and sell fine art to clients in the showroom, as well as conducting home shows to present art that coordinates with the clients taste and decor.
- Extensive daily involvement with customer service and assisted with special in-gallery events with famous artists.
- Photograph, document, and organize client and artist inventory Actively visited worksites to document progression on projects to maintain systematic ordering Acquired knowledge of world-class artwork and hospitality construction and planning.
- Provide all customers with customer service that is in accordance with company policy, develop and maintain long-term client relationships through consistent contact with these clients on a weekly basis.
- Acted as a good mood leader for the entire team each shift, leading to higher performances by each team member.
- Organized gallery events, including grand openings and interior design consultations.

Art Consultant

ABC Corporation - 1997 - 1998

- Developed and strengthened client relationships.
- Worked closely with clients to find works of art to meet their collection, decorating and/or budgetary needs.
- Prepared works of art for delivery to clients home or office.
- Hung works of art and prepared gallery for special exhibitions and events.
- Called potential clients to follow up on sales leads.
- Made bank deposits on behalf of the gallery.
- Assisted customers with financing options offered through the gallery.

Education

teaching - (University of Lebanon-Lebanon)